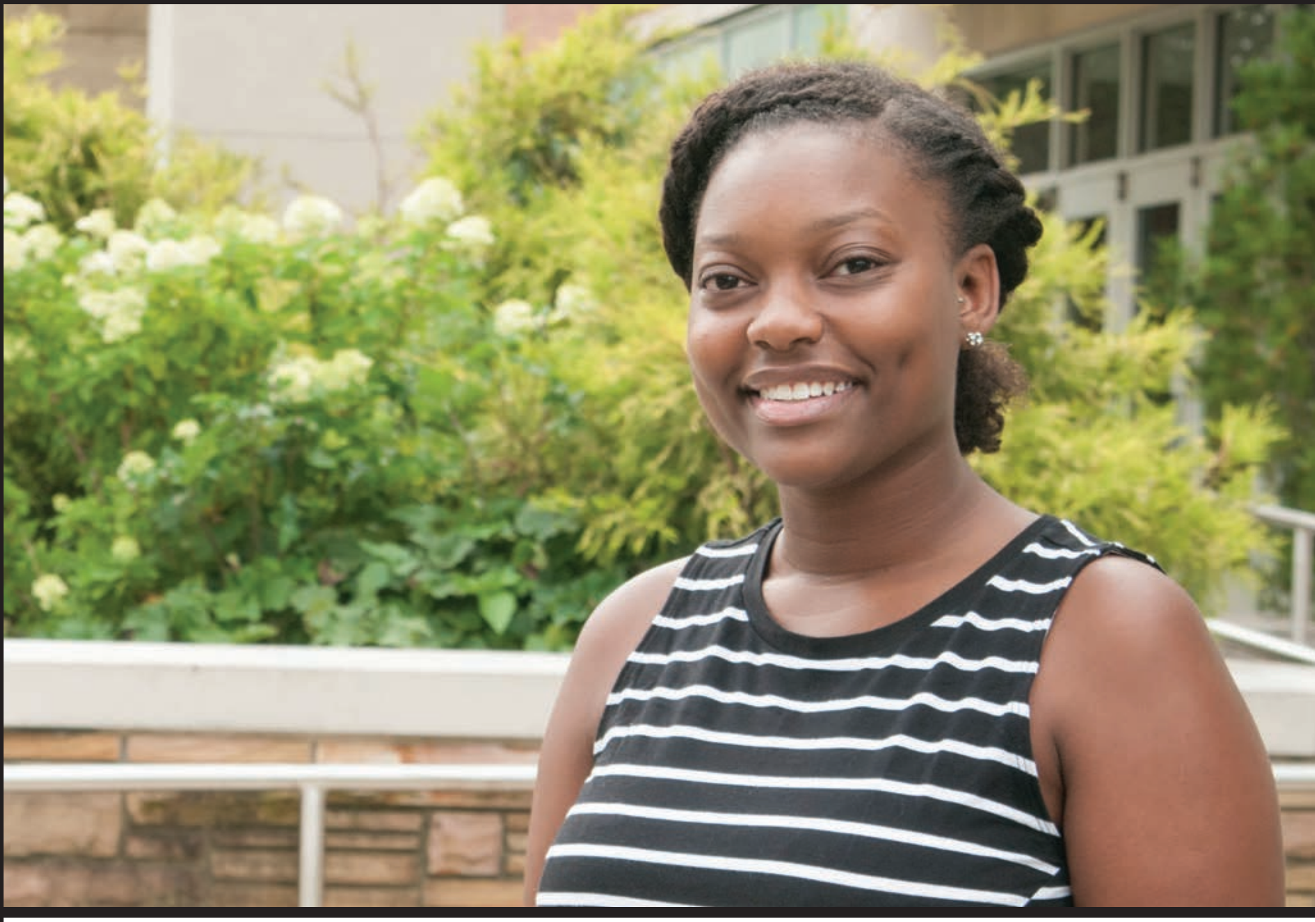
MiSSG Manual for Aid Administrators



MI Student Aid

Accessible • Affordable • Achievable

Student Financial Services Bureau

1-888-447-2687
mistudentaid@michigan.gov
www.michigan.gov/mistudentaid

OVERVIEW OF MISSG

MiSSG allows financial aid professionals, referred to as School users, to work with student records, clear errors, run reports, and perform awarding tasks such as certification, requesting reimbursement, and award adjustments. MiSSG also tracks and posts quarterly payments from SSG to postsecondary institutions for the supported grant programs.

TABLE OF CONTENTS

MiSSG User Accounts 3
- College Security Access Forms 3
- MiSSG Security Levels 3
- MiSSG User Profiles 3
- Locating MiSSG 4
- Logging In for the First Time 4
- First Time Registration 5
- Locked Out of Account 7

Inside MiSSG 8
- Welcome to MiSSG 8
- Home Tab 8
- Using Quick View 9
- Using MiSSG Search Feature 10
- Reports and Rosters 11

Michigan Competitive Scholarship (MCS) Features 12
- School Profile 12
- MCS Payment History 12
- MCS Clear Ineligible Reasons 12
- MCS Certification 13
- MCS Certification Rosters 13
- Download Certification Roster 13
- Upload Certification Roster 15
- Online Certification 17
- Adjusting MCS Awards 17
- Requesting Reinstatement 18
- Reporting GPA and SAP 18
- Determining 4th Quarter Payment and Balancing 19

Michigan Tuition Grant (MTG) Features 20
- School Profile 20
- MTG Payment History 20
- MTG Clear Ineligible Reasons 21
- MTG Certification 21
- MTG Certification Rosters 21
- Download Certification Roster 22
- Upload Certification Roster 23
- Online Certification 25
- Adjusting MTG Awards 26
- Requesting Reinstatement 26
- Reporting SAP 27
- Determining 4th Quarter Payment and Balancing 27

Tuition Incentive Program (TIP) Features 28
- School Profile 28
- TIP Payment History 29
- TIP Reimbursement Request Download File 29
- TIP Reimbursement Request 35
- Lookup TIP Remaining Credits/Amounts 45
- TIP Application Status: Eligible and Ineligible Messages 46
- Adjustments for TIP Reimbursement 47
- Requesting Additional Credits 49
- Reducing the Number of Credits – Before Payment 51

MISSG USER ACCOUNTS

College Security Access Forms

For college financial aid professionals to have access to MiSSG, they must complete the College Security Access Form. A username and temporary password will be assigned by Student Scholarships and Grants (SSG) and emailed to the authorized MiSSG user.

MiSSG Security Levels

When an aid administrator is determining which MiSSG security levels to assign to staff, they should reference the hierarchy diagrams found on the MiSSG portion of our Web site. The diagrams detail which menu items and features the user has access to. Access levels must be assigned for each program within MiSSG.

'View-Only' Users can:

- Email SSG through MiSSG portal
- View award program data
- View school profile
- View school transactions, history, and payments
- View student records, transactions, and payments
- View school eligibility rosters

'Update' Users can:

- View and perform everything that 'View-Only' users can
- Update school profile, contact information, and records
- Add comments to records
- Clear ineligibility reasons from student records (such as citizenship, residency, etc.)
- Certify student enrollment and award amounts
- Request reimbursements
- Receive payment emails
- Request award reinstatement

'Administrator' Users can:

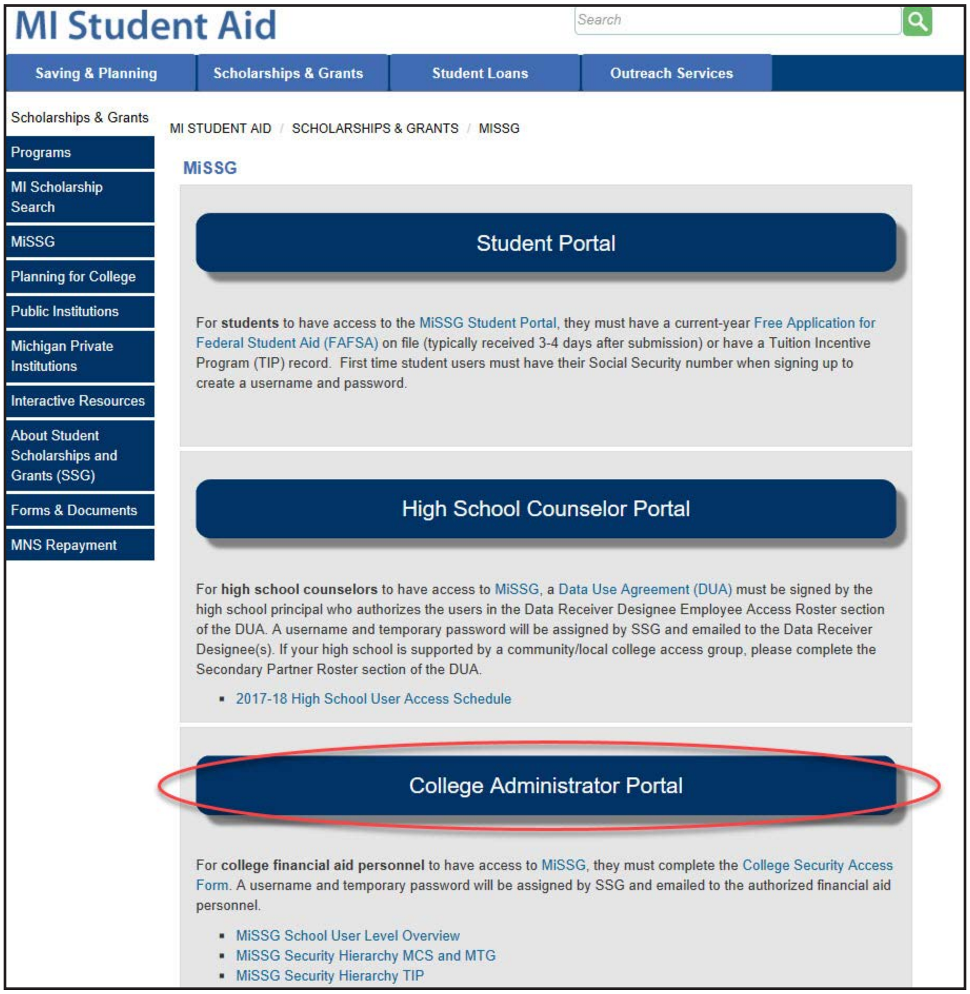
- View and perform everything that 'View Only' and 'Update' users can
- Make award payment adjustments
- Edit the school's annual budget

MiSSG User Profiles

MiSSG user profiles are designed to receive an auto-generated email when a student processes an institutional transfer via the MiSSG Student Portal and when a payment is made to the institution. School users of any level may opt out of receiving transfer notifications by contacting our Customer Care Center at 1-888-447-2687 or mistudentaid@michigan.gov. Auto-generated payment notification emails cannot be opted out of but will only go to MiSSG user levels assigned to the institution with Update or higher.

Locating MiSSG

Navigate to MiSSG at www.michigan.gov/MiSSG.
Click the 'College Administrator Portal' button.


MI Student Aid
Search
Saving & Planning
Scholarships & Grants
Student Loans
Outreach Services
Scholarships & Grants
Programs
MI Scholarship Search
MiSSG
Planning for College
Public Institutions
Michigan Private Institutions
Interactive Resources
About Student Scholarships and Grants (SSG)
Forms & Documents
MNS Repayment
MI STUDENT AID / SCHOLARSHIPS & GRANTS / MISSG
MiSSG
Student Portal

For **students** to have access to the MiSSG Student Portal, they must have a current-year Free Application for Federal Student Aid (FAFSA) on file (typically received 3-4 days after submission) or have a Tuition Incentive Program (TIP) record. First time student users must have their Social Security number when signing up to create a username and password.

High School Counselor Portal

For **high school counselors** to have access to MiSSG, a Data Use Agreement (DUA) must be signed by the high school principal who authorizes the users in the Data Receiver Designee Employee Access Roster section of the DUA. A username and temporary password will be assigned by SSG and emailed to the Data Receiver Designee(s). If your high school is supported by a community/local college access group, please complete the Secondary Partner Roster section of the DUA.

- 2017-18 High School User Access Schedule

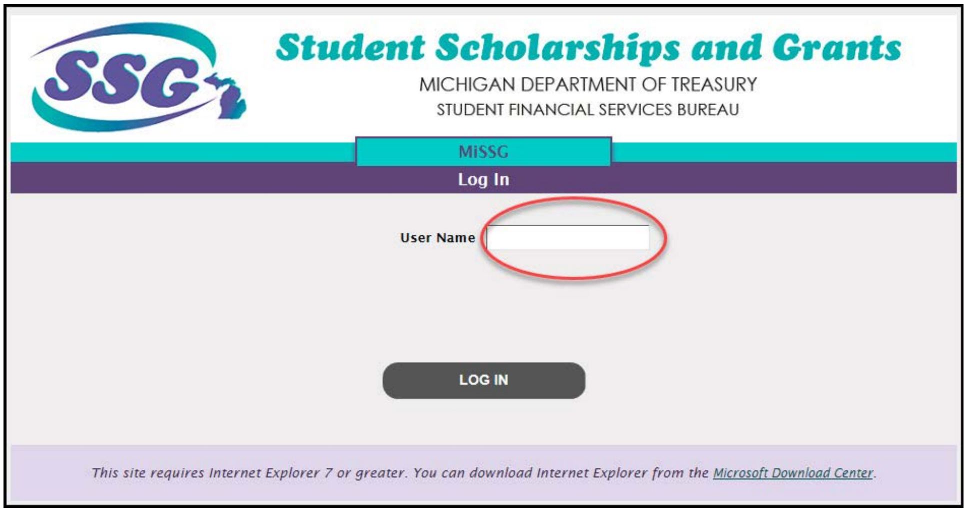
College Administrator Portal

For **college financial aid personnel** to have access to MiSSG, they must complete the College Security Access Form. A username and temporary password will be assigned by SSG and emailed to the authorized financial aid personnel.

- MiSSG School User Level Overview
- MiSSG Security Hierarchy MCS and MTG
- MiSSG Security Hierarchy TIP

Logging In for the First Time

Enter your user name in the User Name box then click the Log In button. While Internet Explorer 7 is technically compatible with MiSSG, all users are strongly encouraged to use the most up-to-date version of Internet Explorer.

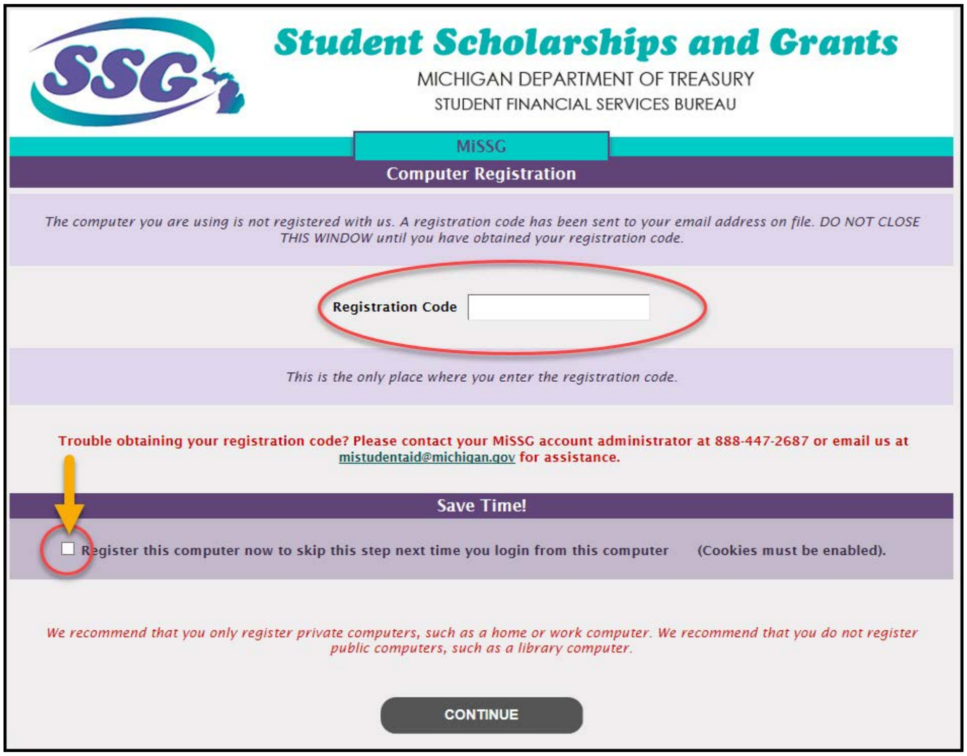

SSG
Student Scholarships and Grants
MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU
MiSSG
Log In
User Name
LOG IN

This site requires Internet Explorer 7 or greater. You can download Internet Explorer from the Microsoft Download Center.

First Time Registration

The first time you log into MiSSG, you must register your computer.

Immediately after you enter your assigned user name and click the Log In button, a new email containing a Registration Code is automatically sent to the email address associated with your user account. It may take a few minutes to arrive. When it does, enter the code into the ‘Registration Code’ box.


SSG
Student Scholarships and Grants
MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU
MiSSG
Computer Registration
Save Time!
CONTINUE

The computer you are using is not registered with us. A registration code has been sent to your email address on file. DO NOT CLOSE THIS WINDOW until you have obtained your registration code.

Registration Code ☐

This is the only place where you enter the registration code.

Trouble obtaining your registration code? Please contact your MiSSG account administrator at 888-447-2687 or email us at mistudentaid@michigan.gov for assistance.

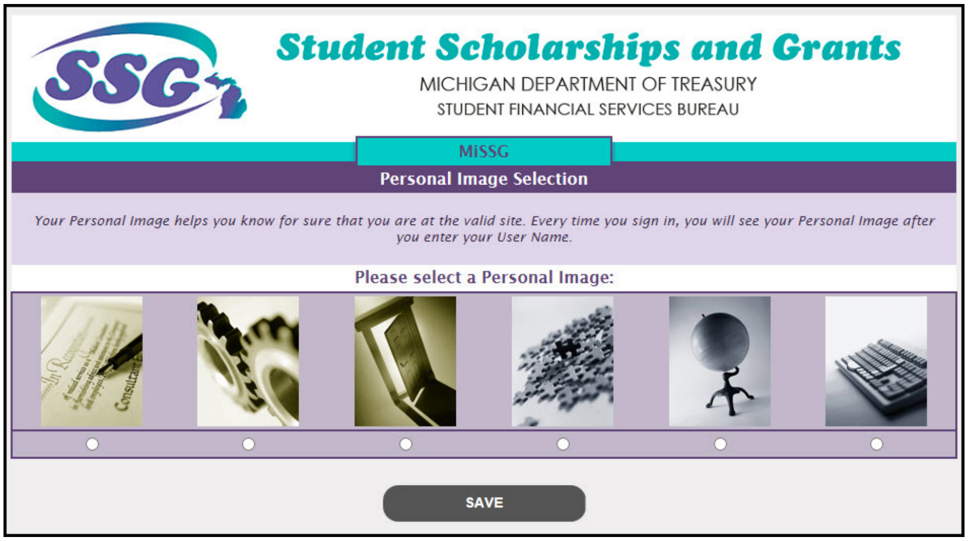
☐ **Register this computer now to skip this step next time you login from this computer (Cookies must be enabled).**

We recommend that you only register private computers, such as a home or work computer. We recommend that you do not register public computers, such as a library computer.

After you enter your registration code, BE SURE TO CHECK THE CHECKBOX next to “Register this computer now to skip this step the next time you login from this computer.” *If you forget to check the checkbox, you will have to register your computer the next time you log in.*

The registration code is merely a cookie file. You should check your browser settings to see if cookies are accepted. If not, you may have to register again before your next log in.

Select a Personal Image of your choice. Click the ‘SAVE’ button.

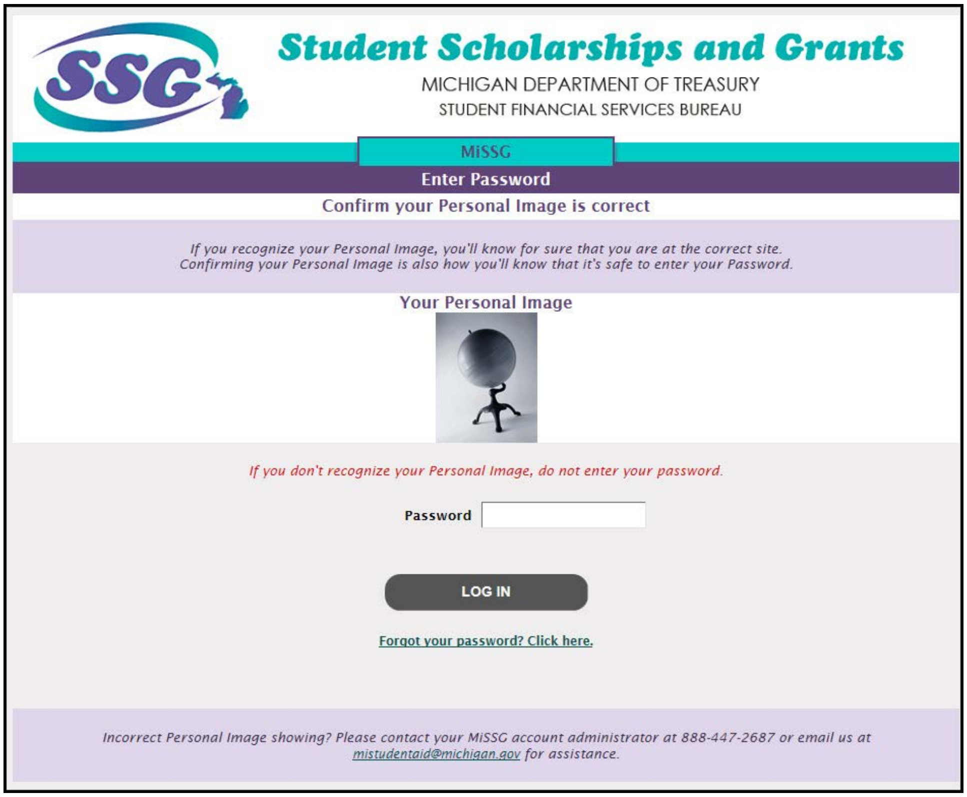

SSG
Student Scholarships and Grants
MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU
MiSSG
Personal Image Selection
SAVE

Your Personal Image helps you know for sure that you are at the valid site. Every time you sign in, you will see your Personal Image after you enter your User Name.

Please select a Personal Image:

○ ○ ○ ○ ○ ○

Enter your Temporary Password and click ‘Log In’.


Student Scholarships and Grants
MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU
MiSSG
Enter Password
Password
LOG IN
Forgot your password? Click here.

Confirm your Personal Image is correct

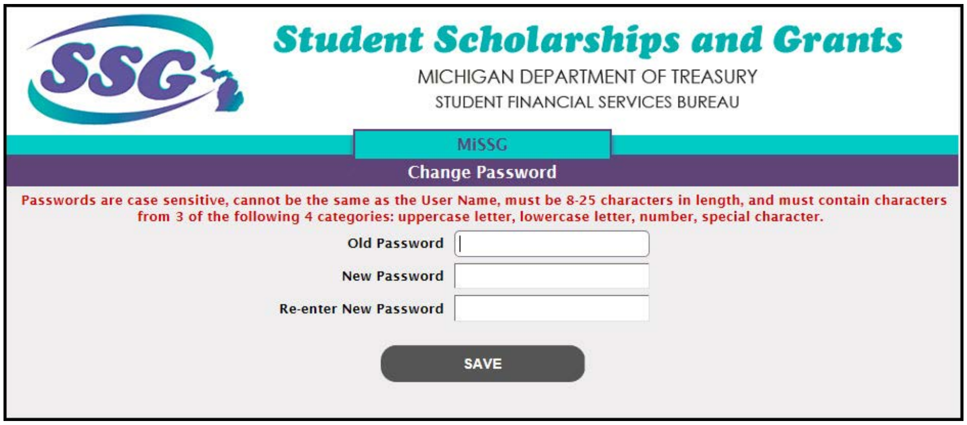
If you recognize your Personal Image, you'll know for sure that you are at the correct site. Confirming your Personal Image is also how you'll know that it's safe to enter your Password.

Your Personal Image

If you don't recognize your Personal Image, do not enter your password.

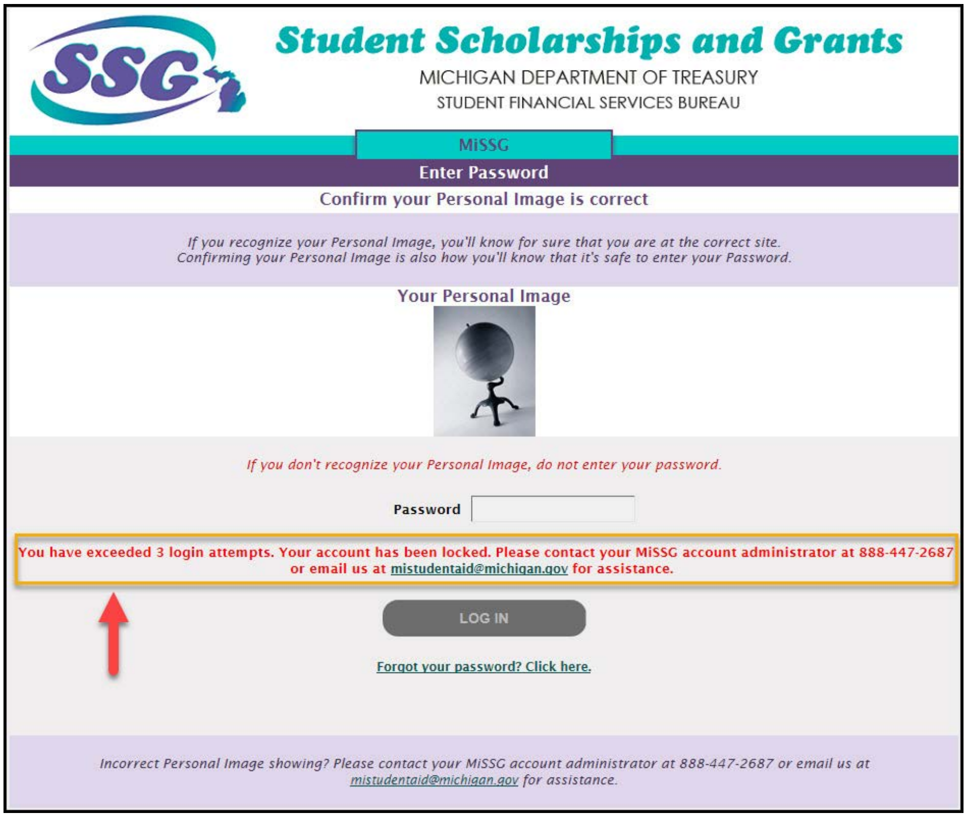
Incorrect Personal Image showing? Please contact your MiSSG account administrator at 888-447-2687 or email us at mistudentaid@michigan.gov for assistance.

You will be required to change your password. The “Old Password” is the Temporary Password from your Welcome to MiSSG email.


Student Scholarships and Grants
MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU
MiSSG
Change Password
Old Password
New Password
Re-enter New Password
SAVE

Passwords are case sensitive, cannot be the same as the User Name, must be 8-25 characters in length, and must contain characters from 3 of the following 4 categories: uppercase letter, lowercase letter, number, special character.

Locked Out of Account



Student Scholarships and Grants

MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU

MiSSG

Enter Password

Confirm your Personal Image is correct

If you recognize your Personal Image, you'll know for sure that you are at the correct site.
Confirming your Personal Image is also how you'll know that it's safe to enter your Password.

Your Personal Image

If you don't recognize your Personal Image, do not enter your password.

Password

You have exceeded 3 login attempts. Your account has been locked. Please contact your MiSSG account administrator at 888-447-2687 or email us at mistudentaid@michigan.gov for assistance.

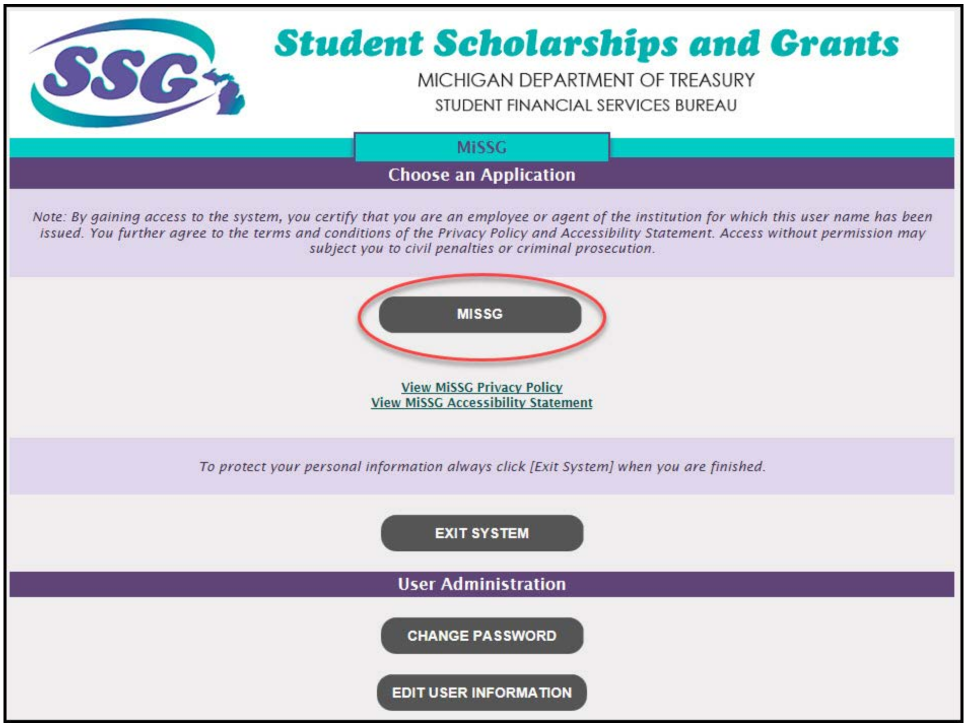
LOG IN

Forgot your password? Click here.

Incorrect Personal Image showing? Please contact your MiSSG account administrator at 888-447-2687 or email us at mistudentaid@michigan.gov for assistance.

To have your account unlocked, email mistudentaid@michigan.gov or call 1-888-447-2687.

Welcome to MiSSG


SSG
Student Scholarships and Grants
MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU
MiSSG
Choose an Application
MISSG
View MiSSG Privacy Policy
View MiSSG Accessibility Statement
EXIT SYSTEM
User Administration
CHANGE PASSWORD
EDIT USER INFORMATION

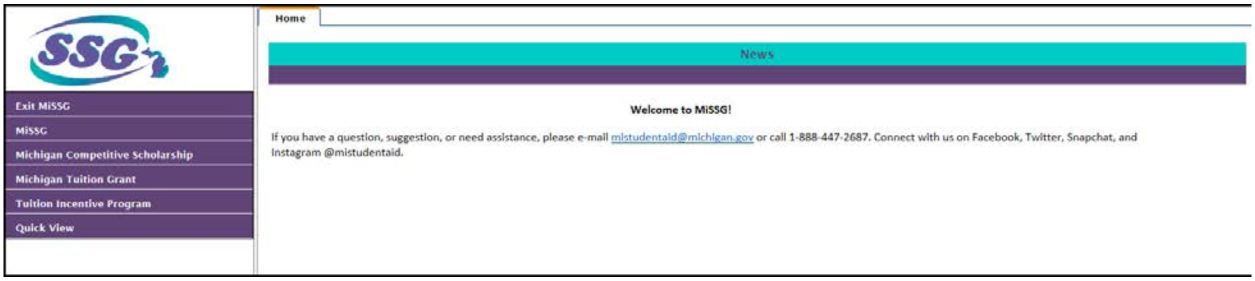
Note: By gaining access to the system, you certify that you are an employee or agent of the institution for which this user name has been issued. You further agree to the terms and conditions of the Privacy Policy and Accessibility Statement. Access without permission may subject you to civil penalties or criminal prosecution.

To protect your personal information always click [Exit System] when you are finished.

Click the 'MiSSG' button.

Home Tab

The Home tab displays MiSSG news and updates frequently, providing timely processing information, deadline dates, etc.


SSG
Exit MiSSG
MiSSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Quick View
Home
News

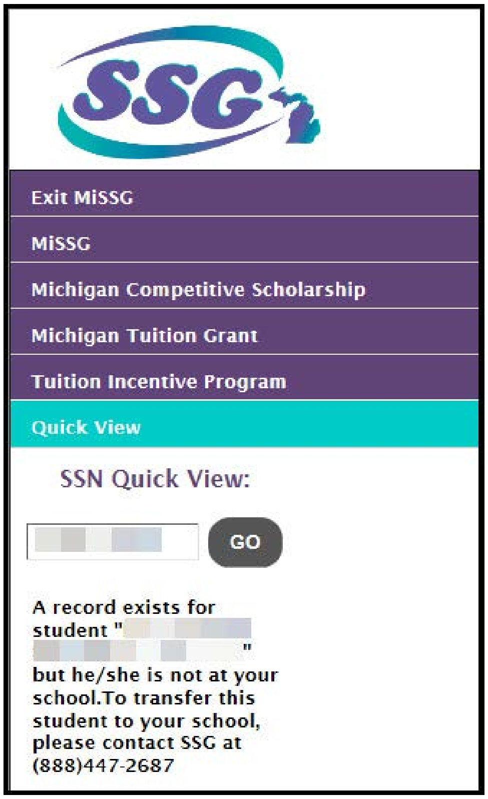
Welcome to MiSSG!

If you have a question, suggestion, or need assistance, please e-mail mistudentaid@michigan.gov or call 1-888-447-2687. Connect with us on Facebook, Twitter, Snapchat, and Instagram @mistudentaid.

Using Quick View

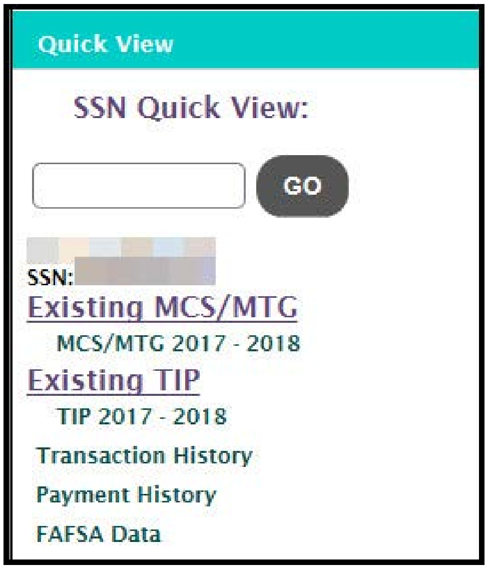
To view a student's record in MiSSG you can enter the Social Security number (SSN) in the SSN Quick View Box and click the 'Go' button. The student MUST be listed as enrolled at your institution to use the Quick View feature.

If a student has not filed a Free Application for Federal Student Aid (FAFSA) or has not updated their current year records in the MiSSG Student Portal by selecting your institution as their school of choice, you will get the following error message:


SSG
Exit MiSSG
MiSSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Quick View
SSN Quick View:
[redacted]
GO

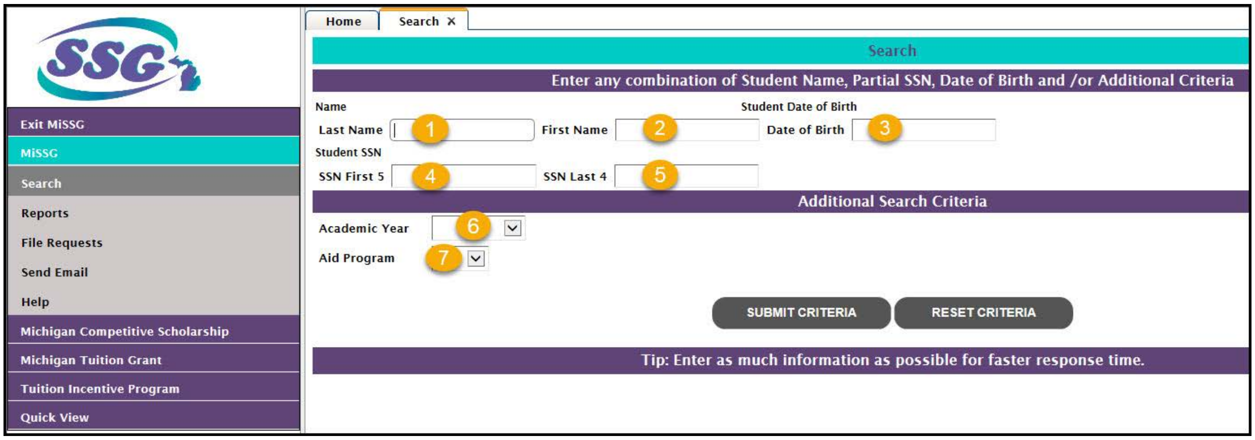
A record exists for student "[redacted] [redacted]" but he/she is not at your school.To transfer this student to your school, please contact SSG at (888)447-2687

If MiSSG's records indicate that your institution is the school of choice, a student will appear like this in the Quick View.


Quick View
SSN Quick View:
GO
[redacted]
SSN: [redacted]
Existing MCS/MTG
MCS/MTG 2017 - 2018
Existing TIP
TIP 2017 - 2018
Transaction History
Payment History
FAFSA Data

Using MiSSG Search Feature

If you do not have a student's full SSN, you can search for the student's information by using MiSSG's Search feature. Click on the MiSSG menu item on the left navigation bar. Then click on 'Search.' You may use as many fields as needed to perform your search. Try to use as many fields as you can to narrow your initial search results. Note that not all combinations will be valid.


SSG
Exit MiSSG
MiSSG
Search
Reports
File Requests
Send Email
Help
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Quick View
Home
Search ✕
Search
Name
Last Name
1
First Name
2
Student Date of Birth
Date of Birth
3
Student SSN
SSN First 5
4
SSN Last 4
5
Additional Search Criteria
Academic Year
6
Aid Program
7
SUBMIT CRITERIA
RESET CRITERIA

Enter any combination of Student Name, Partial SSN, Date of Birth and /or Additional Criteria

Tip: Enter as much information as possible for faster response time.

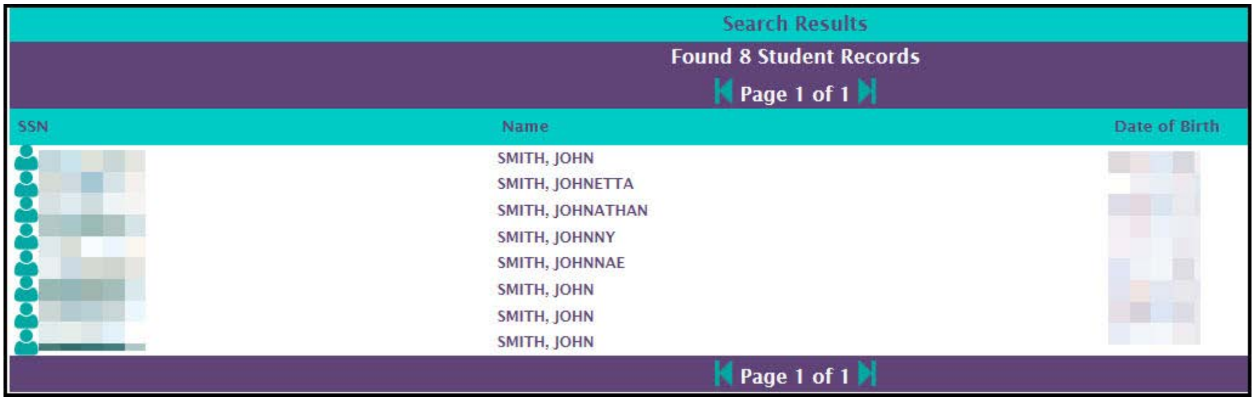
You may enter a full or last name or first name.

1. Last Name – Not case sensitive but punctuation matters
2. First Name – Not case sensitive but punctuation matters
3. Date of Birth – Eight digits – mm/dd/yyyy (do not type slashes in date field)
4. SSN First 5 – Up to five digits of SSN
5. SSN Last 4 – Up to last four digits of SSN

Additional Search Criteria

6. Select Academic Year from drop down menu
7. Select Aid Program from drop down menu

Click the 'Submit Criteria' button to begin your search.



Search Results

Found 8 Student Records

Page 1 of 1

SSN	Name	Date of Birth
[redacted]	SMITH, JOHN	[redacted]
[redacted]	SMITH, JOHNETTA	[redacted]
[redacted]	SMITH, JOHNATHAN	[redacted]
[redacted]	SMITH, JOHNNY	[redacted]
[redacted]	SMITH, JOHNNAE	[redacted]
[redacted]	SMITH, JOHN	[redacted]
[redacted]	SMITH, JOHN	[redacted]
[redacted]	SMITH, JOHN	[redacted]

Page 1 of 1

Reports and Rosters

Under the MiSSG menu tab, report and roster options are available to assist aid administrators with identifying eligible students, determining if ineligible reasons can be cleared, providing details on remaining TIP credits, and payment information.

Reports can be exported into PDF, Excel, Word, and other programs by clicking on the floppy disk icon on the top of the screen.

Activity Reports

Eligible Students Report: Identifies students that are eligible for the selected State aid program at the institution and the current award amount. Students listed on the Eligible Students Report have indicated to our office, either through the MiSSG Student Portal or the FAFSA, that they are attending a specific institution. These reports can also be used to verify enrollment. If a student is missing from the report, please contact our Customer Care Center to request that the student is transferred (if eligible). Reports indicate Date Eligible/Transferred In so institutions can filter and award based on newly transferred students.

Ineligible Students Report: Students on this report are not eligible for the ineligible reason(s) listed. If the ineligibility reason is resolved they will be automatically removed from this report (See manual sections MCS Clear Ineligible Reasons, MTG Clear Ineligible Reasons, and TIP Application Status: Eligible and Ineligible Messages).
Ineligible reasons include:
- ACT/SAT Requirement Not Met
- No ACT/SAT on file, Application Received Past Deadline
- High School Graduation Date Not on File
- Maximum Assistance
- Not an Undergraduate Student
- Does not Demonstrate Financial Need
- Missing Information
- HS Graduation Date Not on File
- Student Did Not Self-Certify
- Years from HS Graduation Expired
- Citizenship Status
- Non-Michigan Resident
- Loan Default and/or Refund Owed on Federal Financial Aid
- Satisfactory Academic Progress Not Met
- GPA Requirement Not Met

Remaining Credits Report: Report provides the student name, SSN, Date of Birth, Total Annual TIP Credits Remaining, Total Credits Remaining, Phase II Total Amount Remaining, and TIP Expiration Date.

School Totals Report: The report includes all students with payment records for the selected academic year and aid program.

Rosters

Certification Roster: The roster includes all students with a payment record in a status of “Ready to Certify” for the selected academic year and aid program. Can be used to prepare for the certification process by downloading certification lists as a spreadsheet. The roster will differ in format from the text file that can be downloaded under ‘Certification.’

- **Information Roster:** Contains students and additional data for the selected aid program and academic year.
- **Payment Roster:** Includes all students with a payment/adjustment record in a status of “Paid” for the selected year and aid program. Can be sorted chronologically.

MICHIGAN COMPETITIVE SCHOLARSHIP (MCS) FEATURES:

School Profile

The MCS School Profile is displayed for the current academic year. To view the School Profile for an alternative academic year, select the academic year from the Choose Academic Year field. To update the school profile, click the ‘Update’ button, then update the information, and click the ‘Save’ button. Information that can be updated within the school profile are:

- School Branch
- Vendor ID
- Tax Identification Number (TIN)
- School Name, Address, Phone Number, Fax Number, Contact Name, Contact Title, Contact Email Address, Phone Number, and Fax Number

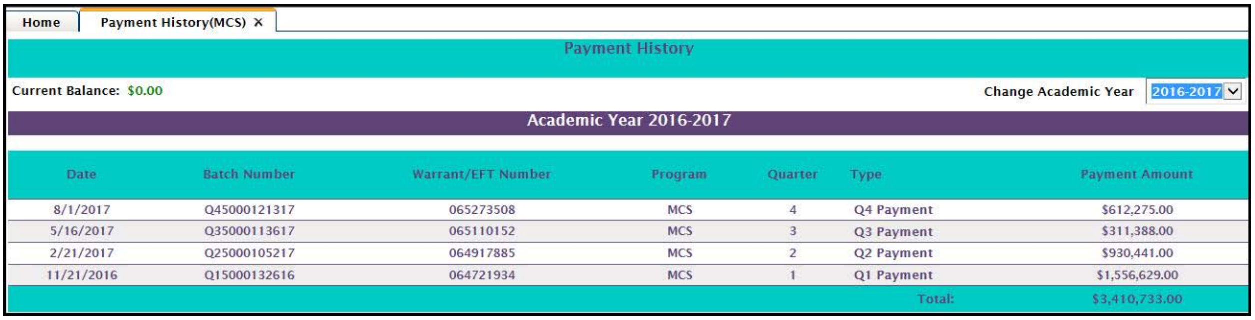
A primary and secondary contact can be listed. The primary contact should be the person at the institution who works closely with the MCS program. The secondary contact should be the person who assists the primary with MCS. Within the School Profile, a user can also view the institution’s Transaction History, Payment History, and Budget. The budget amounts are updated yearly with Tuition and Fees/Room and Board. MiSSG requires prior year institutional budgets when calculating current year awards. MiSSG begins loading ISIRs and making tentative awards to students in late fall. Since institutional budgets are often not finalized until the following summer, prior year budgets must be used.

Example: 2018-19 ISIRs begin loading in October/November 2017. 2018-19 academic budgets are not finalized until June/July 2018.

Institutional budgets must be entered in MiSSG by late-September. For private nonprofit institutions, budgets must be entered for both MCS and MTG.

MCS Payment History

The Payment History displays a summary of information for all payments and adjustments at the institution for MCS. By default, payments and adjustments for the current academic year are displayed. To view prior academic years, select the year from the ‘Change Academic Year’ option.



Current Balance: $0.00

Change Academic Year 2016-2017

Academic Year 2016-2017

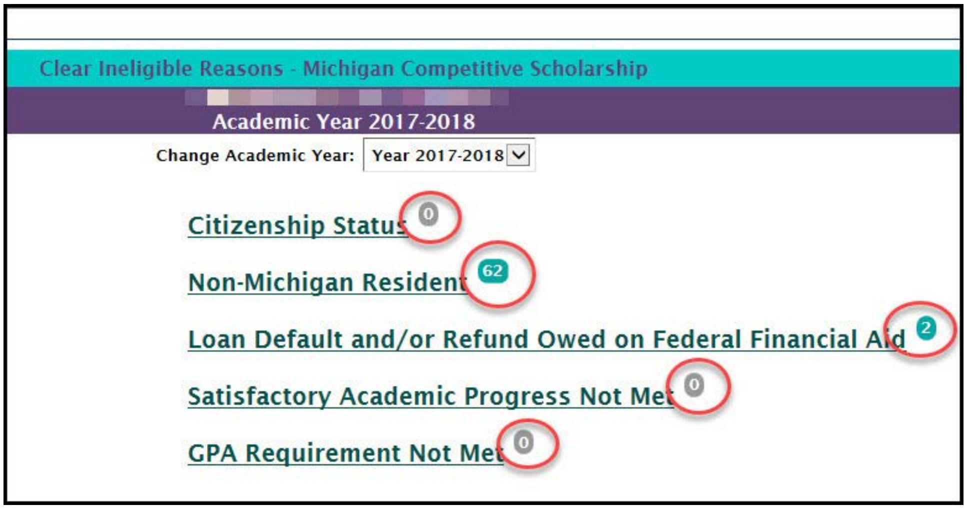
Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
8/1/2017	Q45000121317	065273508	MCS	4	Q4 Payment	$612,275.00
5/16/2017	Q35000113617	065110152	MCS	3	Q3 Payment	$311,388.00
2/21/2017	Q25000105217	064917885	MCS	2	Q2 Payment	$930,441.00
11/21/2016	Q15000132616	064721934	MCS	1	Q1 Payment	$1,556,629.00
					Total:	$3,410,733.00

MCS Clear Ineligible Reasons

The Clear Ineligible Reasons displays a listing of students based on ineligible reasons of:

- Citizenship Status
- Non-Michigan Resident
- Loan Default and/or Refund Owed on Federal Financial Aid
- Satisfactory Academic Progress Not Met or GPA Requirement Not Met

The quantity of students on each list is next to each ineligible reason. In the example below, 62 students at the institution are currently not eligible due to Non-Michigan Resident status and two due to Loan Default. When one of the ineligible reasons is selected, it will provide the student SSN, name, address, and a checkbox. If your institution has documentation on file to clear the student of the ineligibility reason, check the box to do an override, and click on the 'Save' button.



Clear Ineligible Reasons - Michigan Competitive Scholarship

[redacted]

Academic Year 2017-2018

Change Academic Year: Year 2017-2018

Citizenship Status 0

Non-Michigan Resident 62

Loan Default and/or Refund Owed on Federal Financial Aid 2

Satisfactory Academic Progress Not Met 0

GPA Requirement Not Met 0

MCS Certification

Exact dates for a term's certification request window are promoted through GovDelivery messages to aid administrators; however, estimated availability is Fall-September, Spring-January, and Summer-June. The certification process is conducted for the current academic year. The two methods of certifying awards in MiSSG are uploading a file to process awards in batch or using the online interface to process awards individually.

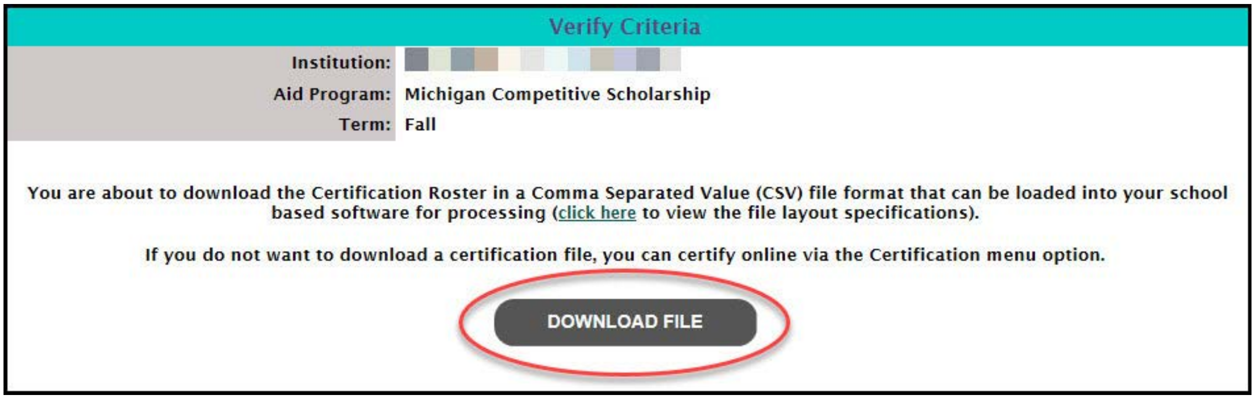
MCS Certification Rosters

Each MCS award is required to be certified prior to being included in quarterly payment files. Awards can be certified with an uploaded text file that the institution can create from the Download Roster File. The uploaded file must meet the specifications listed in the MCS and MTG Upload Certification Roster File Format which is available at www.michigan.gov/missg in the 'MiSSG File Formats for College Administrators' section.

Alternatively, certification may occur for students individually by using the online interface method. To do so, navigate to the Certification menu item under the Michigan Competitive Scholarship menu, select a term, and click the 'Certification Roster' button.

Download Certification Roster

The user selects a term and selects 'Download Roster' and the Verify Criteria interface is displayed.



Verify Criteria

Institution: [redacted]
Aid Program: Michigan Competitive Scholarship
Term: Fall

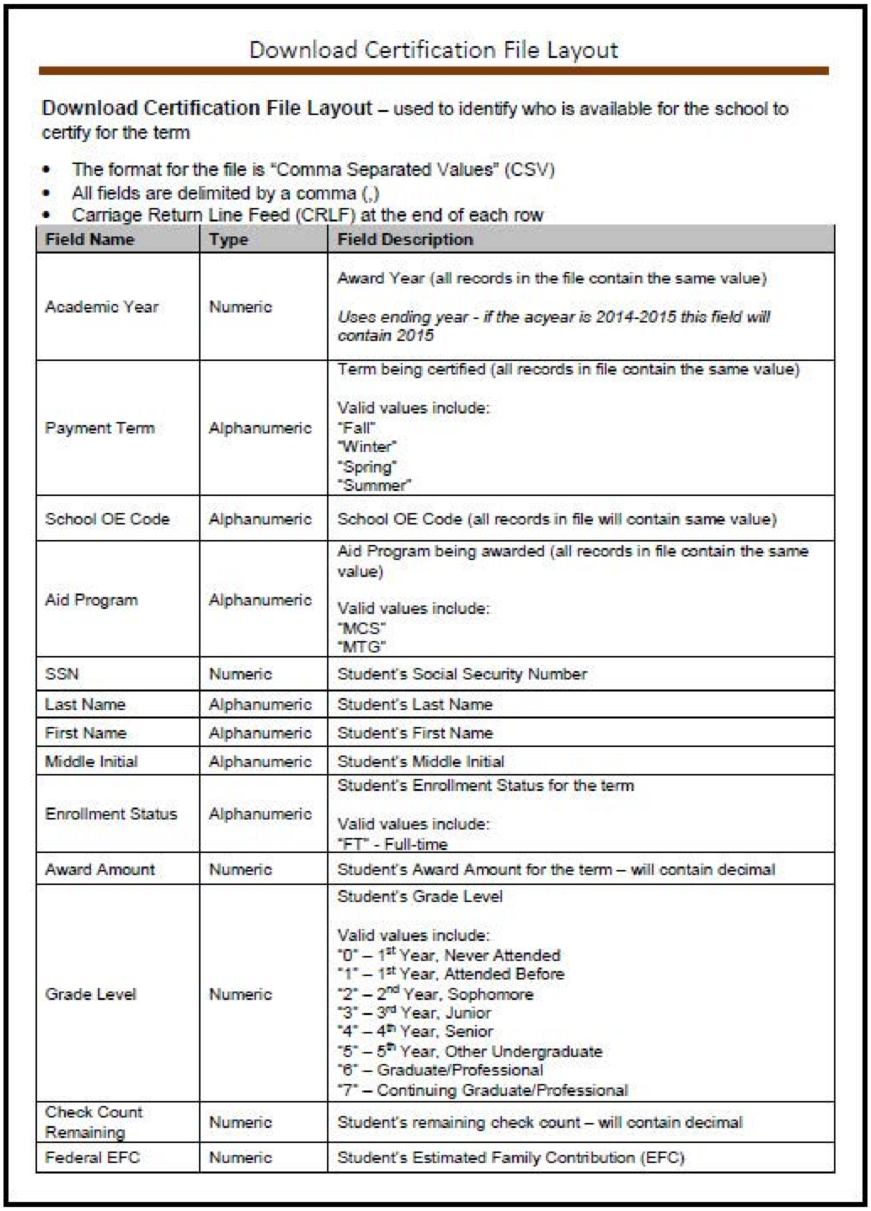
You are about to download the Certification Roster in a Comma Separated Value (CSV) file format that can be loaded into your school based software for processing (click here to view the file layout specifications).

If you do not want to download a certification file, you can certify online via the Certification menu option.

The user selects ‘Download File’ and the File Requests interface is displayed. The file’s status is displayed as “File request has been received and is awaiting processing” until it is ready for downloading. The user can refresh the File Request interface (or may select ‘File Requests’ from the main menu) until the download icon is displayed for the requested file. The file status will display as “The file has completed successfully.” The user can save the file to their computer.

A student is in the Download Certification Roster file if a payment record exists for the term. The layout of the Download Certification Roster file is Comma Separated Values (CSV) and all fields are delimited by a comma (,) and a Carriage Return Line Feed (CRLF) at the end of each row. A student is contained in the Download Certification Roster file if a payment record exists for the term in a status of “Ready to Certify.” Below is the CSV file format.

To complete certification, the file can be processed through the upload feature.



Download Certification File Layout

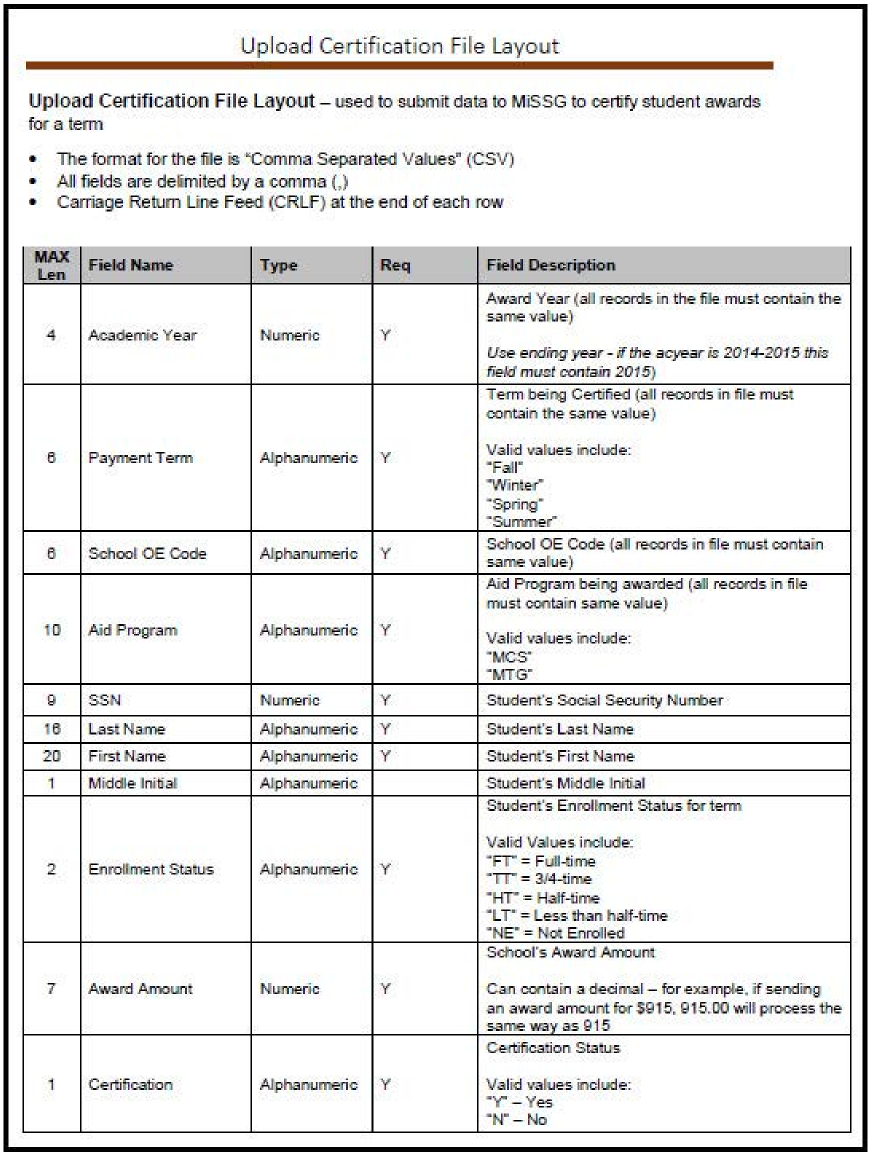
Download Certification File Layout – used to identify who is available for the school to certify for the term

- The format for the file is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file contain the same value) *Uses ending year - if the acyear is 2014-2015 this field will contain 2015*
Payment Term	Alphanumeric	Term being certified (all records in file contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
Aid Program	Alphanumeric	Aid Program being awarded (all records in file contain the same value) Valid values include: "MCS" "MTG"
SSN	Numeric	Student's Social Security Number
Last Name	Alphanumeric	Student's Last Name
First Name	Alphanumeric	Student's First Name
Middle Initial	Alphanumeric	Student's Middle Initial
Enrollment Status	Alphanumeric	Student's Enrollment Status for the term Valid values include: "FT" - Full-time
Award Amount	Numeric	Student's Award Amount for the term – will contain decimal
Grade Level	Numeric	Student's Grade Level Valid values include: "0" – 1st Year, Never Attended "1" – 1st Year, Attended Before "2" – 2nd Year, Sophomore "3" – 3rd Year, Junior "4" – 4th Year, Senior "5" – 5th Year, Other Undergraduate "6" – Graduate/Professional "7" – Continuing Graduate/Professional
Check Count Remaining	Numeric	Student's remaining check count – will contain decimal
Federal EFC	Numeric	Student's Estimated Family Contribution (EFC)

Upload Certification Roster

The layout of the Upload Certification Roster File is "Comma Separated Values" (CSV), fields are delimited by a comma (,) and there is a Carriage Return Line Feed (CRLF) at the end of each row.

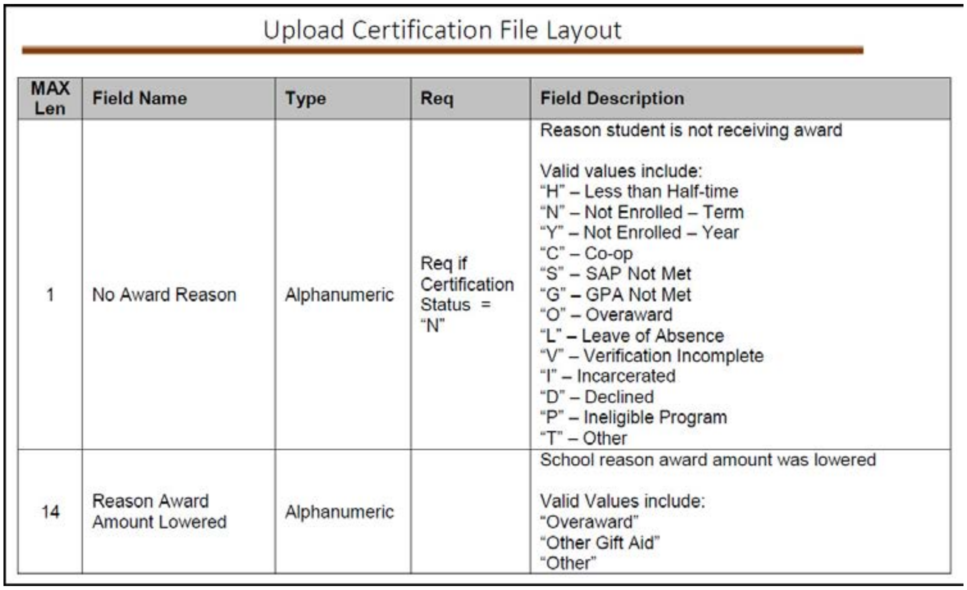


Upload Certification File Layout

Upload Certification File Layout – used to submit data to MiSSG to certify student awards for a term

- The format for the file is "Comma Separated Values" (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

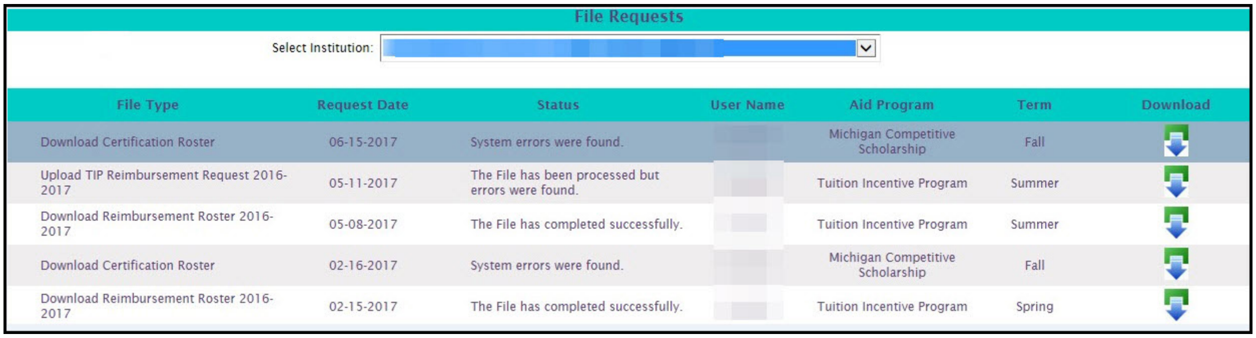
MAX Len	Field Name	Type	Req	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) *Use ending year - if the acyear is 2014-2015 this field must contain 2015)*
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
10	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: "MCS" "MTG"
9	SSN	Numeric	Y	Student's Social Security Number
16	Last Name	Alphanumeric	Y	Student's Last Name
20	First Name	Alphanumeric	Y	Student's First Name
1	Middle Initial	Alphanumeric		Student's Middle Initial
2	Enrollment Status	Alphanumeric	Y	Student's Enrollment Status for term Valid Values include: "FT" = Full-time "TT" = 3/4-time "HT" = Half-time "LT" = Less than half-time "NE" = Not Enrolled
7	Award Amount	Numeric	Y	School's Award Amount Can contain a decimal – for example, if sending an award amount for $915, 915.00 will process the same way as 915
1	Certification	Alphanumeric	Y	Certification Status Valid values include: "Y" – Yes "N" – No



Upload Certification File Layout

MAX Len	Field Name	Type	Req	Field Description
1	No Award Reason	Alphanumeric	Req if Certification Status = "N"	Reason student is not receiving award Valid values include: "H" – Less than Half-time "N" – Not Enrolled – Term "Y" – Not Enrolled – Year "C" – Co-op "S" – SAP Not Met "G" – GPA Not Met "O" – Overaward "L" – Leave of Absence "V" – Verification Incomplete "I" – Incarcerated "D" – Declined "P" – Ineligible Program "T" – Other
14	Reason Award Amount Lowered	Alphanumeric		School reason award amount was lowered Valid Values include: "Overaward" "Other Gift Aid" "Other"

The user selects a term and selects ‘Upload Roster’ and the Verify Criteria interface is displayed. The user browses to the file they wish to upload, then selects the ‘Upload’ button. Once the user selects the ‘Upload’ button, the File Request screen will be displayed. The file’s status is displayed as “File has been received and is awaiting processing” until it has completed uploading.



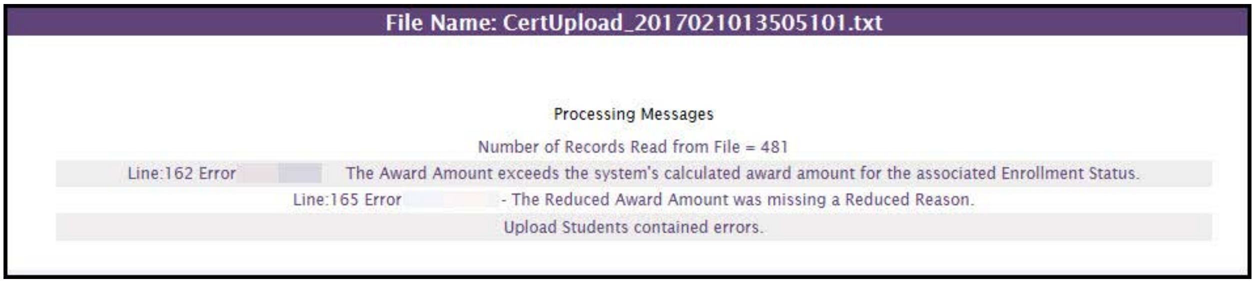
File Requests

Select Institution: [redacted]

File Type	Request Date	Status	User Name	Aid Program	Term	Download
Download Certification Roster	06-15-2017	System errors were found.	[redacted]	Michigan Competitive Scholarship	Fall	⬇
Upload TIP Reimbursement Request 2016-2017	05-11-2017	The File has been processed but errors were found.	[redacted]	Tuition Incentive Program	Summer	⬇
Download Reimbursement Roster 2016-2017	05-08-2017	The File has completed successfully.	[redacted]	Tuition Incentive Program	Summer	⬇
Download Certification Roster	02-16-2017	System errors were found.	[redacted]	Michigan Competitive Scholarship	Fall	⬇
Download Reimbursement Roster 2016-2017	02-15-2017	The File has completed successfully.	[redacted]	Tuition Incentive Program	Spring	⬇

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status “The file has completed successfully” will display if there were no rejected records. Non-rejected records will have processed though. “The file has been processed but errors were found” status will display if there were rejected records.

To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The “System errors were found” status message will display if there was a problem with the file’s layout. No records or awards were processed if this displays.



File Name: CertUpload_2017021013505101.txt

Processing Messages

Number of Records Read from File = 481

Line:162 Error [redacted] The Award Amount exceeds the system's calculated award amount for the associated Enrollment Status.

Line:165 Error [redacted] - The Reduced Award Amount was missing a Reduced Reason.

Upload Students contained errors.

A record will be rejected for the following:

Reject Reason Displayed in MiSSG	**Meaning**
Invalid XX value	Invalid data
Required fields not populated	Required fields not populated
Matching record not found for term certified	No match on SSN
Aid Program not valid for SSN	No match on Aid Program for the uploaded SSN
Inst OE Code in record does not match user info	No match on Institution OE Code
Payment terms are different	No match on Payment Term
First Name in MiSSG does not match	No match on First Name
Last Name in MiSSG does not match	No match on Last Name
ACYear is not current ACYear	Academic Year value in the file is not the current Academic Year
Matching payment is not “Ready to Certify”	Payment Status on database is not “Ready to Certify”
“Award Amount” cannot equal 0 if student is certified as “Yes”	Payment amount is “0” and Certification status in file is “Y”
“Award Amount” cannot be greater than 0 if student is certified as “No”	Payment amount is greater than “0” and Certification status in file is “N”
The “Award Amount” exceeds maximum award	The “Award Amount” cannot exceed the calculated award amount for the selected enrollment status
No Award Reason does not match “Enrollment Status”	If “No Award Reason” = “H” then “Enrollment Status” must = “LT” OR if “No Award Reason” = “N” then “Enrollment Status” must = “NE”
“Enrollment Status” does not match student certified as “Yes”	“Enrollment Status” must be “FT,” “TT,” or “HT” if Certification Status is “Y”

Payment will not be made for a line if any errors exist. The only exception is “No matching payment was found with a status of ‘Ready to Certify.’ This error is generally thrown when a second attempt is made to certify an award that was already successfully certified by a previous upload file.

Online Certification

Completing certification through the Online Certification process is a slower process compared to utilizing the Upload File process. Using Online Certification is a manual process where students are processed individually. The user indicates to certify from Pending to Yes or No. The Enrollment Status is selected. If the award needs to be reduced or cancelled, this is indicated in the field. A reason must be provided when reducing awards, i.e.:

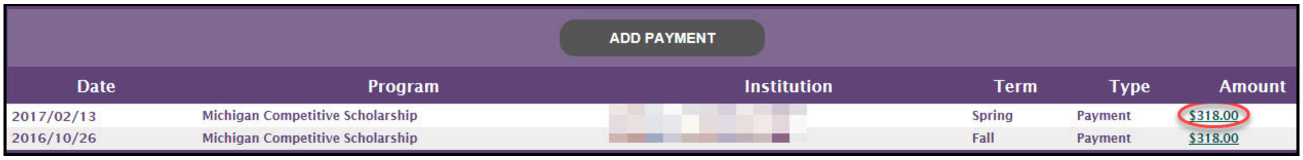
- Overaward
- Other Gift Aid
- Other

Zero award ($0) reasons must also have a reason given which may be any of the following:

- Less Than Half-time
- Not Enrolled
- Co-op
- SAP Not Met
- GPA Not Met
- Overaward
- Leave of Absence
- Verification Incomplete
- Incarcerated
- Declined
- Ineligible Program
- Other

Adjusting MCS Awards

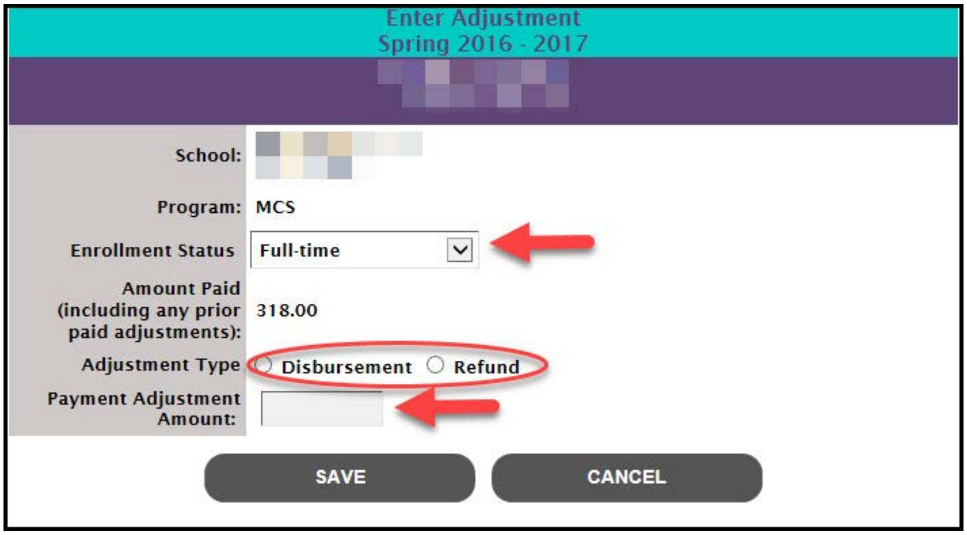
If an award needs to be adjusted after the certification process is complete it can be adjusted in the Student Payment History. Enter the student’s information in the MiSSG search options or Quick View. Click on ‘Payment History’ and select the award that needs to be updated.



Date	Program	Institution	Term	Type	Amount
2017/02/13	Michigan Competitive Scholarship	[redacted]	Spring	Payment	$318.00
2016/10/26	Michigan Competitive Scholarship	[redacted]	Fall	Payment	$318.00

Select the adjustment type, a Disbursement or Refund. A Disbursement is selected when more funds are being requested. For example, if a student was certified incorrectly at half-time and should be full-time, select the correct enrollment level, then the Disbursement section, and then indicate in the Payment Adjustment Amount field the difference between what is currently paid and what the amount is increasing to.

For instance, if a student is half-time at $159 but should be full-time, select full-time for the enrollment status, Disbursement, then adjustment amount of $159 ($159+$159=$318 full-time semester award amount). If a student's award needs to be cancelled or reduced, select the correct Enrollment Status (if different, then select Refund and finally enter the amount that the award needs to be reduced by).



Enter Adjustment
Spring 2016 - 2017
[redacted]

School: [redacted]
Program: MCS
Enrollment Status Full-time
Amount Paid (including any prior paid adjustments): 318.00
Adjustment Type ○ Disbursement ○ Refund
Payment Adjustment Amount:

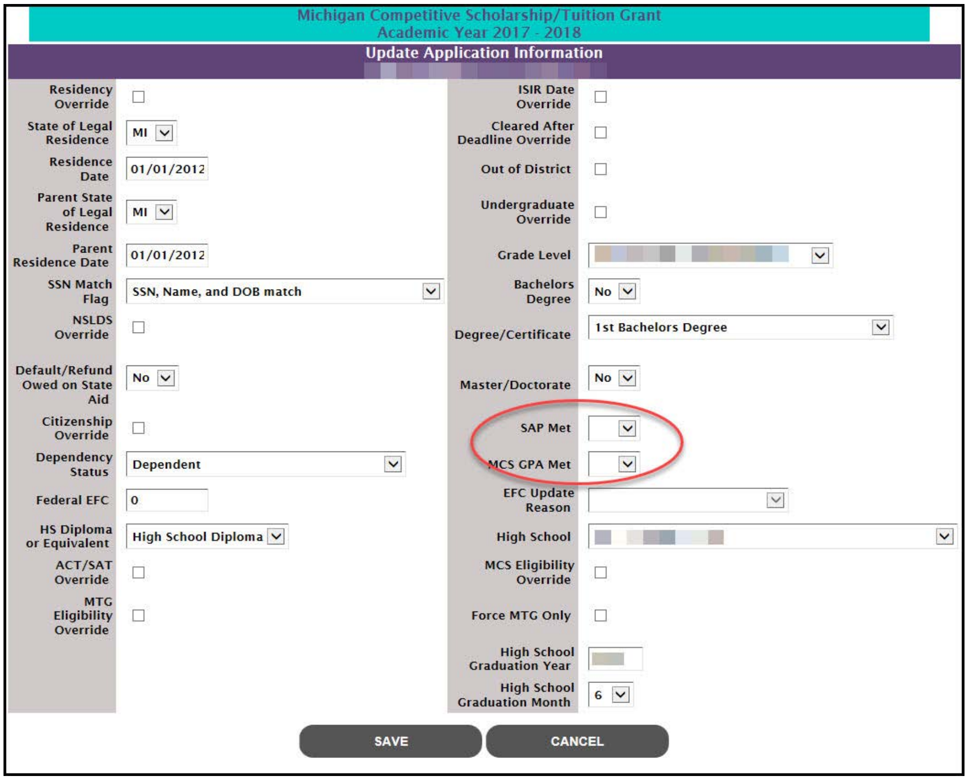
Requesting Reinstatement

A student is on the Request Reinstatement interface if they were certified as 'No' for the term. To request reinstatement for one or more of these students, navigate to the Request Reinstatement menu item under the Michigan Competitive Scholarship and select the term of the award to make a request for, then select the checkbox for the student(s) and click the 'Save' button. This does not guarantee that an award can then be certified and paid on the account. Once a request is made, it is up to the discretion of our office whether the award will be released. If the award is released, the student will appear on the certification roster as normal.

Reporting GPA and SAP

Students must meet and maintain Satisfactory Academic Progress (SAP), as monitored by your institution. Students are eligible to receive program funds while in conditional SAP. For monitoring Grade Point Average (GPA), MCS requires a 2.0 GPA. GPA and SAP are to be monitored separately. The cumulative GPA for MCS is to be monitored annually (end of Spring). If the student is below the minimum required GPA, they are not eligible for the following year's award. If the student enrolls for Summer, and the cumulative GPA increases and the student meets the minimum GPA required, then the award for the following year may be given.

If a student does not meet the GPA or SAP requirements, go into the student record and select the 'Update Application Information' button. Use the scroll bar to select NO for the appropriate selection of SAP Met or MCS GPA Met and select the 'Save' button.



Michigan Competitive Scholarship/Tuition Grant
Academic Year 2017 - 2018
Update Application Information

Residency Override	☐	ISIR Date Override	☐
State of Legal Residence	MI	Cleared After Deadline Override	☐
Residence Date	01/01/2012	Out of District	☐
Parent State of Legal Residence	MI	Undergraduate Override	☐
Parent Residence Date	01/01/2012	Grade Level	[redacted]
SSN Match Flag	SSN, Name, and DOB match	Bachelors Degree	No
NSLDS Override	☐	Degree/Certificate	1st Bachelors Degree
Default/Refund Owed on State Aid	No	Master/Doctorate	No
Citizenship Override	☐	SAP Met	
Dependency Status	Dependent	MCS GPA Met	
Federal EFC	0	EFC Update Reason	
HS Diploma or Equivalent	High School Diploma	High School	[redacted]
ACT/SAT Override	☐	MCS Eligibility Override	☐
MTG Eligibility Override	☐	Force MTG Only	☐
		High School Graduation Year	[redacted]
		High School Graduation Month	6

Determining 4th Quarter Payment and Balancing

Institutions can project the amount expected to receive or be owed back to our office during the 4th Quarter using the equation below. Since MCS and MTG are aggregate programs, the institution certifies the enrollment of awardees and receives a quarterly percentage of their total aggregate amount.

The equation:

(Total Award) - (Total Payment Amount) =4th Quarter Payment Amount
Total Award = {Sum of all awards for program across all semesters for current-year}
Total Payment Amount = [1st Quarter Payment + 2nd Quarter Payment + 3rd Quarter Payment]

To gather this information, use the School Totals Report and look at the Total Award figure (calculated on the last page of the report). To find the Quarter 1 - Quarter 3 payment amounts, open the program's menu (Michigan Competitive Scholarship or Michigan Tuition Grant), then School Profile, then Payment History. The Payment Amount column indicates funds that were disbursed to your institution.

If you find a discrepancy between what you were expecting to receive and what you are projected to receive, please contact mistudentaid@michigan.gov or 888-447-2687. If your institution owes funds back, communication will be sent to your institution. If your institution is balanced and agrees with the amount listed within MiSSG, please send notification to mistudentaid@michigan.gov confirming this.

School Profile

The MTG School Profile is displayed for the current academic year. To view the School Profile for an alternative academic year, select the academic year from the 'Choose Academic Year' field. To update the school profile, click the 'Update' button, then update the information, and click the 'Save' button.

Information that can be updated within the school profile includes:

- School Branch
- Vendor ID
- Tax Identification Number (TIN)
- School Name, Address, Phone Number, Fax Number, Contact Name, Contact Title, Contact Email Address, Phone Number, and Fax Number

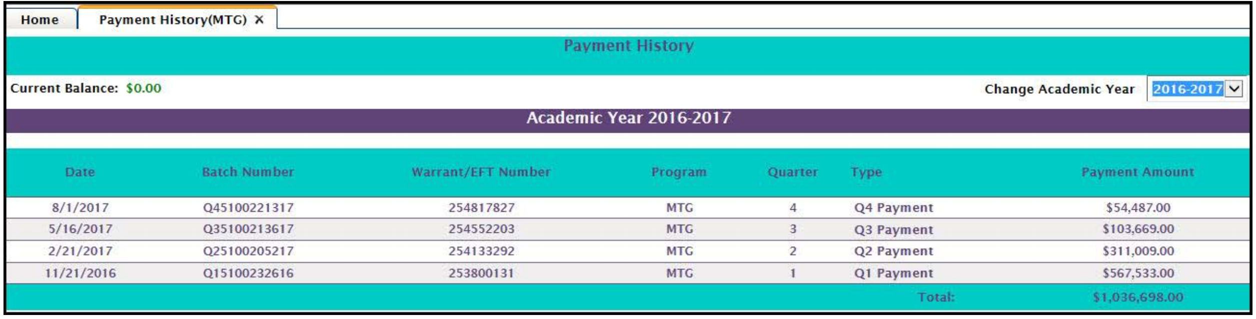
A primary and secondary contact can be listed. The primary contact should be the person at the institution who works closely with the MTG program. The secondary contact should be the person who assists the primary with MTG. Within the School Profile, a user can also view the institution's Transaction History, Payment History, and Budget. The budget amounts are updated yearly with Tuition and Fees/Room and Board. MiSSG requires prior year institutional budgets when calculating current year awards. MiSSG begins loading ISIRs and making tentative awards to students in late fall. Since institutional budgets are often not finalized until the following summer, prior year budgets must be used.

Example: 2018-19 ISIRs begin loading in October/November 2017. 2018-19 academic budgets are not finalized until June/July 2018.

Institutional budgets must be entered in MiSSG by late-September. For private nonprofit institutions, budgets must be entered for both MCS and MTG.

MTG Payment History

The Payment History displays a summary of information for all payments and adjustments at the institution for MTG. By default, payments and adjustments for the current academic year are displayed. To view prior academic years, select the year from the 'Change Academic Year' option.



Payment History

Current Balance: $0.00

Change Academic Year: 2016-2017

Academic Year 2016-2017

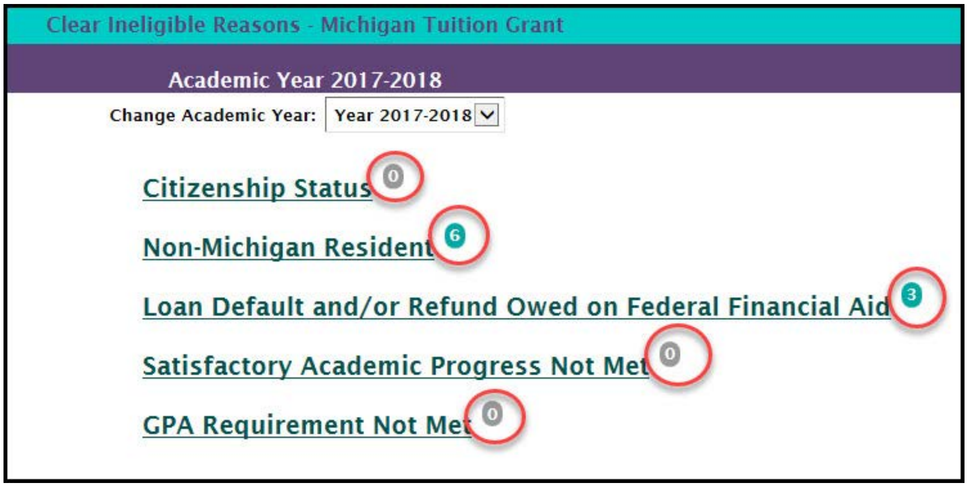
Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
8/1/2017	Q45100221317	254817827	MTG	4	Q4 Payment	$54,487.00
5/16/2017	Q35100213617	254552203	MTG	3	Q3 Payment	$103,669.00
2/21/2017	Q25100205217	254133292	MTG	2	Q2 Payment	$311,009.00
11/21/2016	Q15100232616	253800131	MTG	1	Q1 Payment	$567,533.00
					Total:	$1,036,698.00

MTG Clear Ineligible Reasons

The Clear Ineligible Reasons displays a listing of students based on ineligible reasons of:

- Citizenship Status
- Non-Michigan Resident
- Loan Default and/or Refund Owed on Federal Financial Aid
- Satisfactory Academic Progress Not Met or GPA Requirement Not Met

The quantity of students on each list is next to each ineligible reason. In the example below, six students at the institution are currently not eligible due to Non-Michigan Resident status and three due to Loan Default. When one of the ineligible reasons is selected, it will provide the student SSN, name, address, and a checkbox. If your institution has documentation on file to clear the student of the ineligibility reason, check the box to do an override, and click on the 'Save' button.



Clear Ineligible Reasons - Michigan Tuition Grant

Academic Year 2017-2018

Change Academic Year: Year 2017-2018

Citizenship Status 0

Non-Michigan Resident 6

Loan Default and/or Refund Owed on Federal Financial Aid 3

Satisfactory Academic Progress Not Met 0

GPA Requirement Not Met 0

MTG Certification

Exact dates for a term's certification request window are promoted through GovDelivery messages to aid administrators; however, estimated availability is Fall-September, Spring-January, and Summer-June. The certification process is conducted for the current academic year. The two methods of certifying awards in MiSSG are uploading a file to process awards in batch or using the online interface to process awards individually.

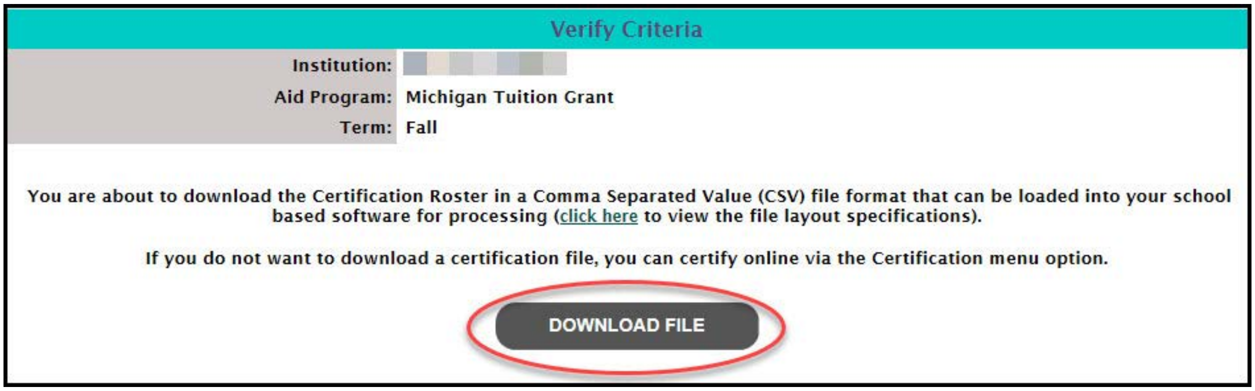
MTG Certification Rosters

Each MTG award is required to be certified prior to being included in quarterly payment files. Awards can be certified with an uploaded text file that the institution can create from the Download Roster File. The uploaded file must meet the specifications listed in the MCS and MTG Upload Certification Roster File Format which is available at www.michigan.gov/missg in the 'MiSSG File Formats for College Administrators' section.

Alternatively, certification may occur for students individually by using the online interface method. To do so, navigate to the Certification menu item under the Michigan Tuition Grant menu, select a term, and click the 'Certification Roster' button.

Download Certification Roster

The user selects a term and selects ‘Download Roster’ and the Verify Criteria interface is displayed.



Verify Criteria

Institution: [redacted]
Aid Program: Michigan Tuition Grant
Term: Fall

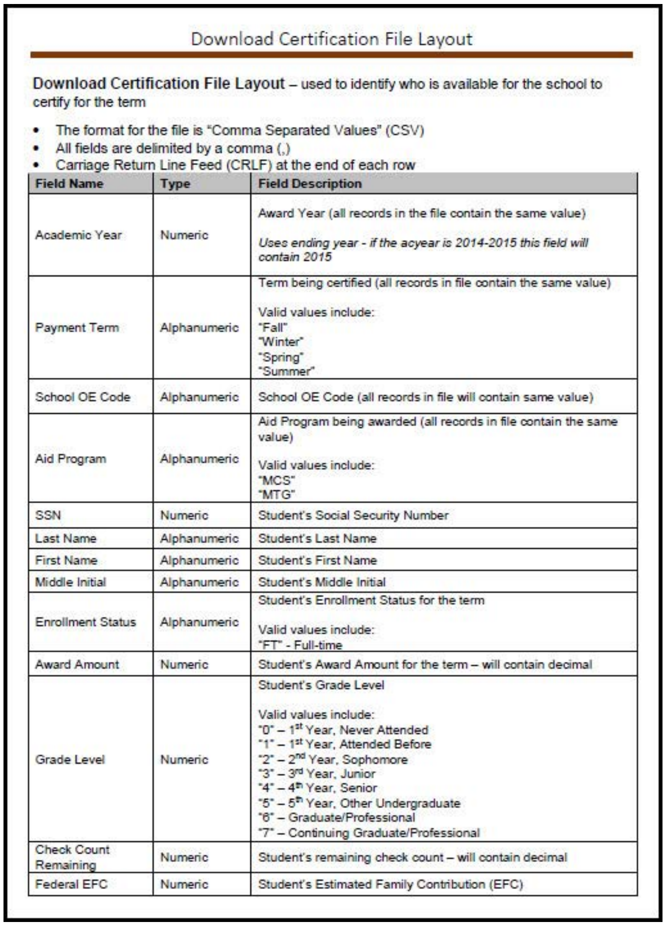
You are about to download the Certification Roster in a Comma Separated Value (CSV) file format that can be loaded into your school based software for processing (click here to view the file layout specifications).

If you do not want to download a certification file, you can certify online via the Certification menu option.

The user selects ‘Download File’ and the File Requests interface is displayed. The file’s status is displayed as “File request has been received and is awaiting processing” until it is ready for downloading. The user can refresh the File Request interface (or may select File Requests from the main menu) until the download icon is displayed for the requested file. The file status will display as “The file has completed successfully.” The user can save the file to their computer.

A student is in the Download Certification Roster file if a payment record exists for the term. The layout of the Download Certification Roster file is Comma Separated Values (CSV) and all fields are delimited by a comma (,) and a Carriage Return Line Feed (CRLD) at the end of each row. A student is contained in the Download Certification Roster file if a payment record exists for the term in a status of “Ready to Certify.” Below is the CSV file format.

To complete certification, the file can be processed through the upload feature.



Download Certification File Layout

Download Certification File Layout – used to identify who is available for the school to certify for the term

- The format for the file is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file contain the same value) *Uses ending year - if the acyear is 2014-2015 this field will contain 2015*
Payment Term	Alphanumeric	Term being certified (all records in file contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
Aid Program	Alphanumeric	Aid Program being awarded (all records in file contain the same value) Valid values include: "MCS" "MTG"
SSN	Numeric	Student's Social Security Number
Last Name	Alphanumeric	Student's Last Name
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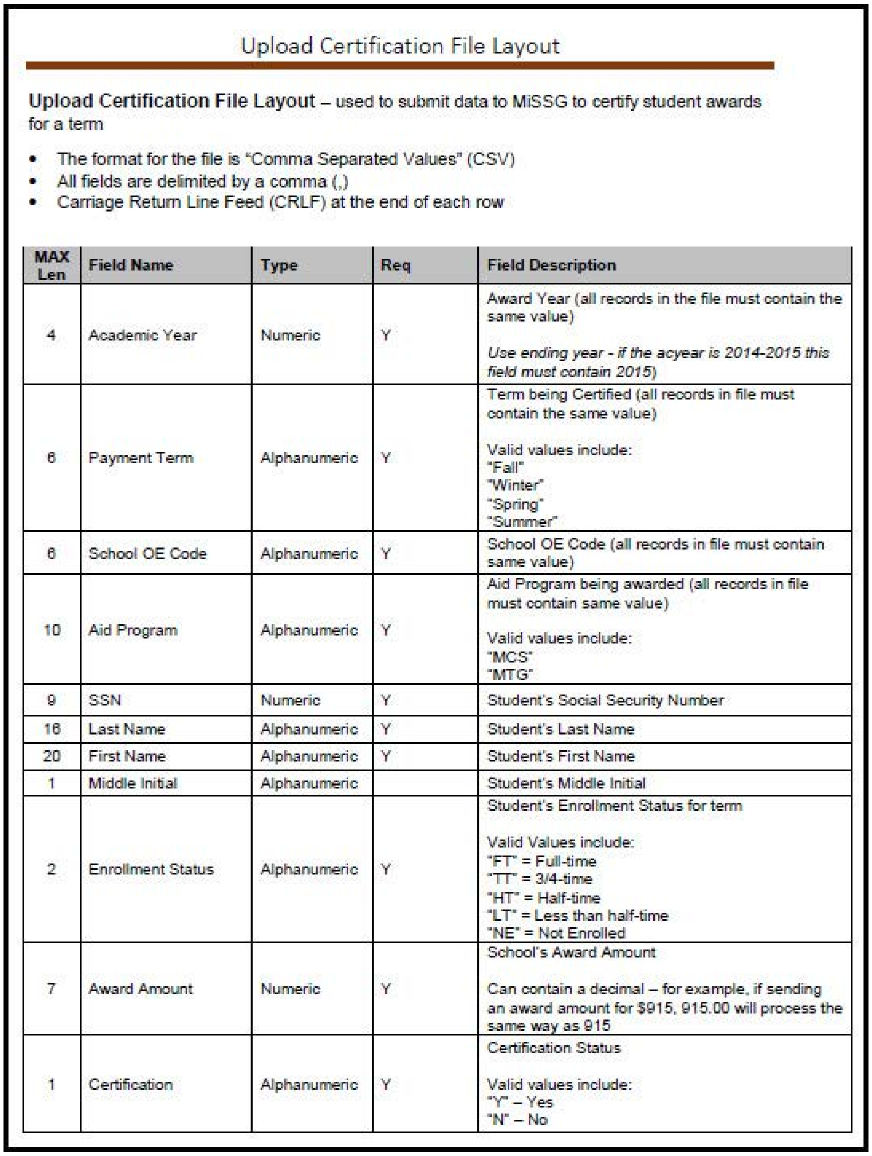
Middle Initial	Alphanumeric	Student's Middle Initial
Enrollment Status	Alphanumeric	Student's Enrollment Status for the term Valid values include: "FT" - Full-time
Award Amount	Numeric	Student's Award Amount for the term – will contain decimal
Grade Level	Numeric	Student's Grade Level Valid values include: "0" – 1st Year, Never Attended "1" – 1st Year, Attended Before "2" – 2nd Year, Sophomore "3" – 3rd Year, Junior "4" – 4th Year, Senior "5" – 5th Year, Other Undergraduate "6" – Graduate/Professional "7" – Continuing Graduate/Professional
Check Count Remaining	Numeric	Student's remaining check count – will contain decimal
Federal EFC	Numeric	Student's Estimated Family Contribution (EFC)

Upload Certification Roster

The layout of the Upload Certification Roster File is "Comma Separated Values" (CSV), fields are delimited by a comma (,) and there is a Carriage Return Line Feed (CRLF) at the end of each row.



Upload Certification File Layout

Upload Certification File Layout – used to submit data to MiSSG to certify student awards for a term

- The format for the file is "Comma Separated Values" (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Req	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) *Use ending year - if the acyear is 2014-2015 this field must contain 2015)*
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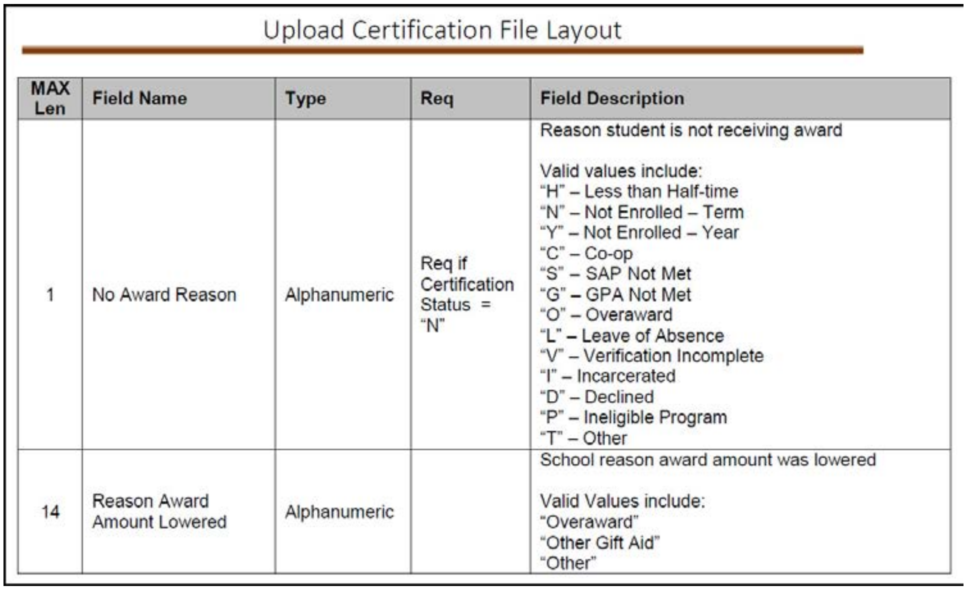
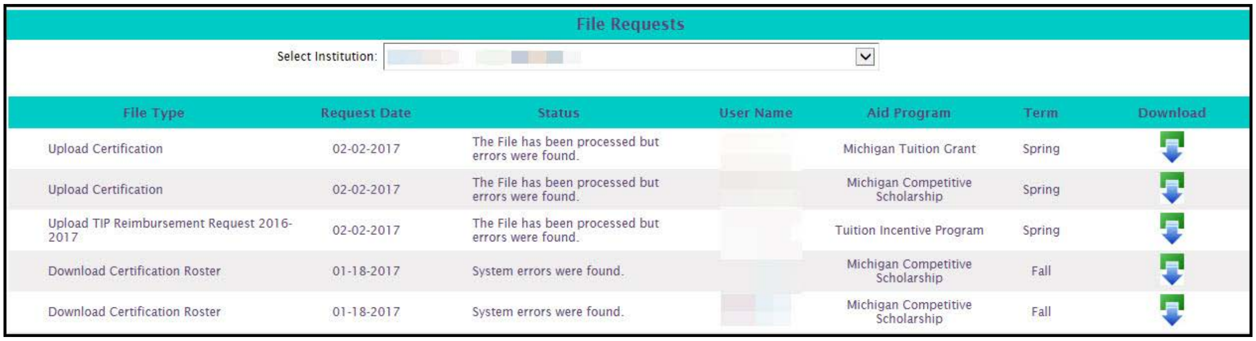
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
10	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: "MCS" "MTG"
9	SSN	Numeric	Y	Student's Social Security Number
16	Last Name	Alphanumeric	Y	Student's Last Name
20	First Name	Alphanumeric	Y	Student's First Name
1	Middle Initial	Alphanumeric		Student's Middle Initial
2	Enrollment Status	Alphanumeric	Y	Student's Enrollment Status for term Valid Values include: "FT" = Full-time "TT" = 3/4-time "HT" = Half-time "LT" = Less than half-time "NE" = Not Enrolled
7	Award Amount	Numeric	Y	School's Award Amount Can contain a decimal – for example, if sending an award amount for $915, 915.00 will process the same way as 915
1	Certification	Alphanumeric	Y	Certification Status Valid values include: "Y" – Yes "N" – No



Upload Certification File Layout

MAX Len	Field Name	Type	Req	Field Description
1	No Award Reason	Alphanumeric	Req if Certification Status = "N"	Reason student is not receiving award Valid values include: "H" – Less than Half-time "N" – Not Enrolled – Term "Y" – Not Enrolled – Year "C" – Co-op "S" – SAP Not Met "G" – GPA Not Met "O" – Overaward "L" – Leave of Absence "V" – Verification Incomplete "I" – Incarcerated "D" – Declined "P" – Ineligible Program "T" – Other
14	Reason Award Amount Lowered	Alphanumeric		School reason award amount was lowered Valid Values include: "Overaward" "Other Gift Aid" "Other"

The user selects a term and selects Upload Roster and the Verify Criteria interface is displayed. The user browses to the file they wish to upload, then selects the ‘Upload’ button. Once the user selects the ‘Upload’ button, the File Request screen will be displayed. The file’s status is displayed as “File has been received and is awaiting processing” until it has completed uploading.



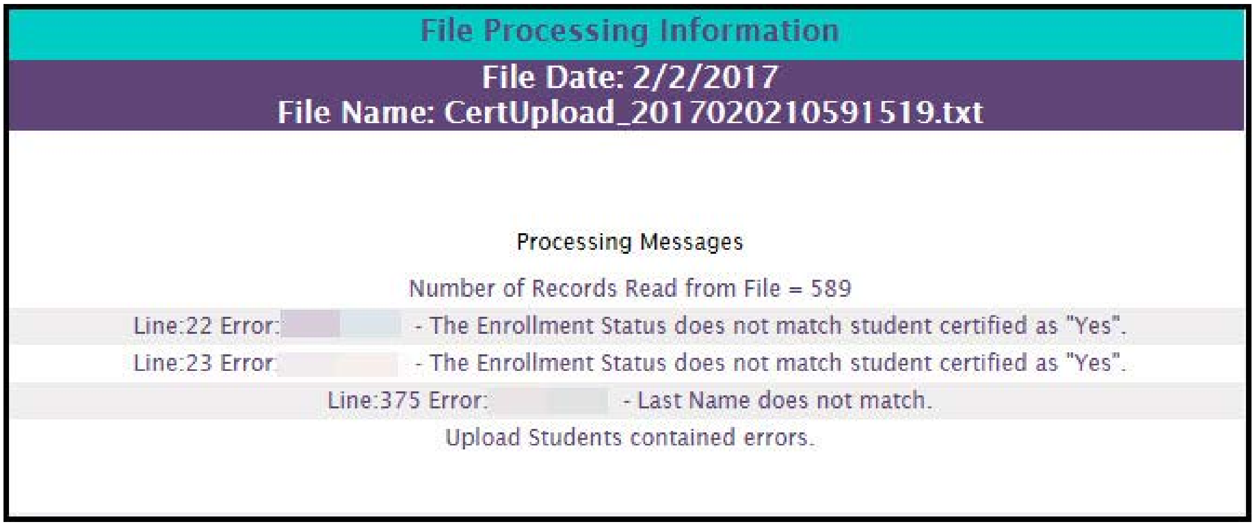
File Requests

Select Institution: [redacted]

File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload Certification	02-02-2017	The File has been processed but errors were found.	[redacted]	Michigan Tuition Grant	Spring	⬇
Upload Certification	02-02-2017	The File has been processed but errors were found.	[redacted]	Michigan Competitive Scholarship	Spring	⬇
Upload TIP Reimbursement Request 2016-2017	02-02-2017	The File has been processed but errors were found.	[redacted]	Tuition Incentive Program	Spring	⬇
Download Certification Roster	01-18-2017	System errors were found.	[redacted]	Michigan Competitive Scholarship	Fall	⬇
Download Certification Roster	01-18-2017	System errors were found.	[redacted]	Michigan Competitive Scholarship	Fall	⬇

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status “The file has completed successfully” will display if there were no rejected records. Non-rejected records will have processed though. “The file has been processed but errors were found” status will display if there were rejected records.

To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The “System errors were found” status message will display if there was a problem with the file’s layout. No records or awards were processed if this displays.



File Processing Information

File Date: 2/2/2017
File Name: CertUpload_2017020210591519.txt

Processing Messages

Number of Records Read from File = 589
Line:22 Error: [redacted] - The Enrollment Status does not match student certified as "Yes".
Line:23 Error: [redacted] - The Enrollment Status does not match student certified as "Yes".
Line:375 Error: [redacted] - Last Name does not match.
Upload Students contained errors.

A record will be rejected for the following:

Reject Reason Displayed in MiSSG	**Meaning**
Invalid XX value	Invalid data
Required fields not populated	Required fields not populated
Matching record not found for term certified	No match on SSN
Aid Program not valid for SSN	No match on Aid Program for the uploaded SSN
Inst OE Code in record does not match user info	No match on Institution OE Code
Payment terms are different	No match on Payment Term
First Name in MiSSG does not match	No match on First Name
Last Name in MiSSG does not match	No match on Last Name
ACYear is not current ACYear	Academic Year value in the file is not the current Academic Year
Matching payment is not “Ready to Certify”	Payment Status on database is not “Ready to Certify”
“Award Amount” cannot equal 0 if student is certified as “Yes”	Payment amount is “0” and Certification status in file is “Y”
“Award Amount” cannot be greater than 0 if student is certified as “No”	Payment amount is greater than “0” and Certification status in file is “N”
The “Award Amount” exceeds maximum award	The “Award Amount” cannot exceed the calculated award amount for the selected enrollment status
No Award Reason does not match “Enrollment Status”	If “No Award Reason” = “H” then “Enrollment Status” must = “LT” OR if “No Award Reason” = “N” then “Enrollment Status” must = “NE”
“Enrollment Status” does not match student certified as “Yes”	“Enrollment Status” must be “FT,” “TT,” or “HT” if Certification Status is “Y”

Payment will not be made for a line if any errors exist. The only exception is “No matching payment was found with a status of ‘Ready to Certify.’ This error is generally thrown when a second attempt is made to certify an award that was already successfully certified by a previous upload file.

Online Certification

Completing certification through the Online Certification process is a slower process compared to utilizing the Upload File process. Using Online Certification is a manual process where students are processed individually. The user indicates to certify from Pending to Yes or No. The Enrollment Status is selected. If the award needs to be reduced or cancelled, this is indicated in the field. A reason must be provided when reducing awards, i.e.:

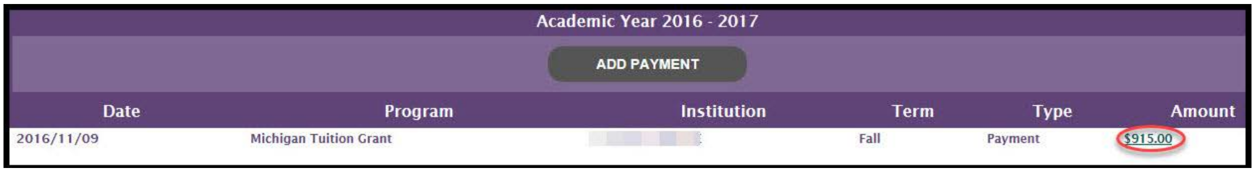
- Overaward
- Other Gift Aid
- Other

Zero award ($0) reasons must also have a reason given which may be any of the following:

- Less Than Half-time
- Not Enrolled
- Co-op
- SAP Not Met
- GPA Not Met
- Overaward
- Leave of Absence
- Verification Incomplete
- Incarcerated
- Declined
- Ineligible Program
- Other

Adjusting MTG Awards

If an award needs to be adjusted after the certification process is complete it can be adjusted in the Student Payment History. Enter the student's information in the MiSSG search options or Quick View. Click on 'Payment History' and select the award that needs to be updated.

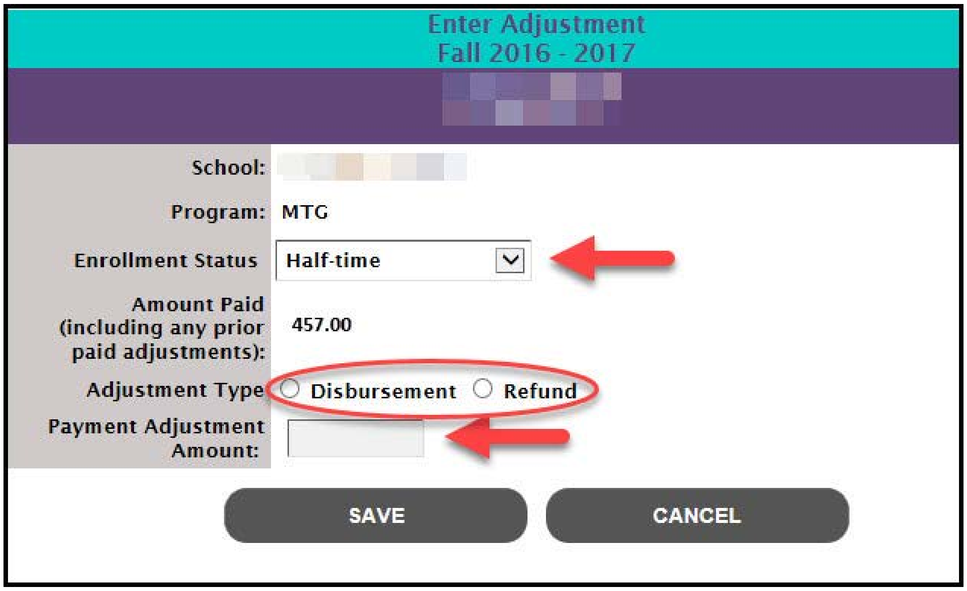


Academic Year 2016 - 2017

Date	Program	Institution	Term	Type	Amount
2016/11/09	Michigan Tuition Grant	[redacted]	Fall	Payment	$915.00

Select the adjustment type, a Disbursement or Refund. A Disbursement is selected when more funds are being requested. For example, if a student was certified incorrectly at half-time and should be full-time, select the correct enrollment level, then the Disbursement section, and then indicate in the Payment Adjustment Amount field the difference between what is currently paid and what the amount is increasing to.

For instance, if a student is half-time at $458 but should be full-time, select full-time for the enrollment status, Disbursement, then adjustment amount of $457 ($458+$457=$915 full-time semester award amount). If a student's award needs to be cancelled or reduced, select the correct Enrollment Status (if different, then select Refund and finally enter the amount that the award needs to be reduced by).



Enter Adjustment
Fall 2016 - 2017

[redacted]

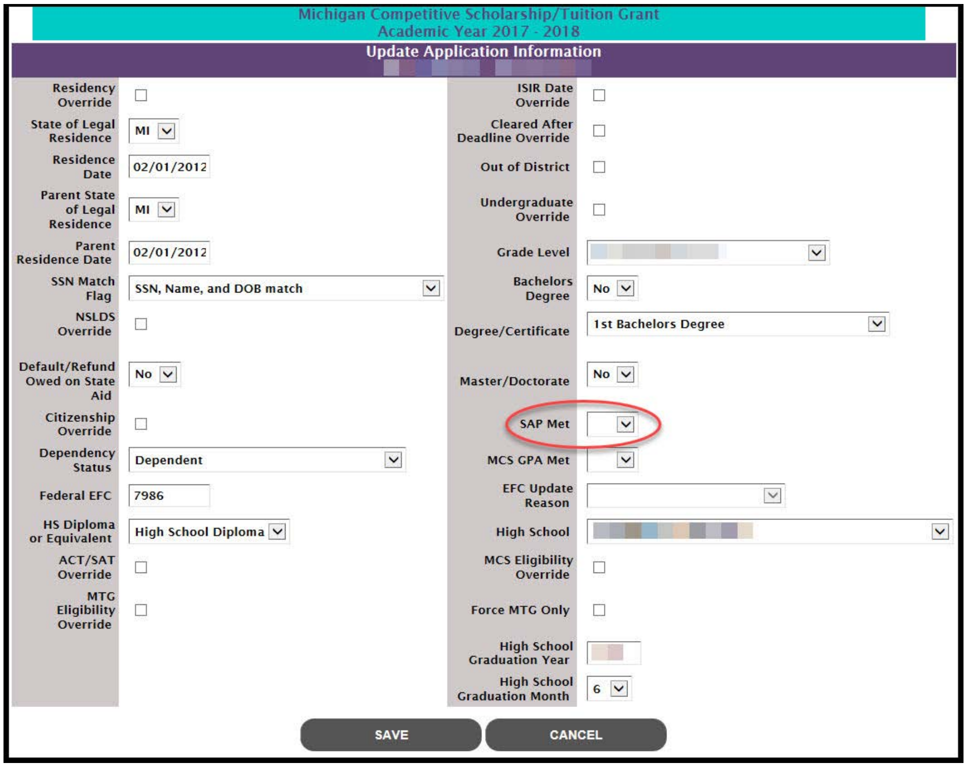
School:	[redacted]
Program:	MTG
Enrollment Status	Half-time
Amount Paid (including any prior paid adjustments):	457.00
Adjustment Type	○ Disbursement ○ Refund
Payment Adjustment Amount:	

Requesting Reinstatement

A student is on the Request Reinstatement interface if they were certified as 'No' for the term. To request reinstatement for one or more of these students, navigate to the Request Reinstatement menu item under the Michigan Tuition Grant and select the term of the award to make a request for, then select the checkbox for the student(s) and click the 'Save' button. This does not guarantee that an award can then be certified and paid on the account. Once a request is made, it is up to the discretion of our office whether the award will be released. If the award is released, the student will appear on the certification roster as normal.

Reporting SAP

Students must meet and maintain Satisfactory Academic Progress (SAP), as monitored by your institution. Students are eligible to receive program funds while in conditional SAP. If a student does not meet the SAP requirements, go into the student record and select the ‘Update Application Information’ button. Use the scroll bar to select NO for the appropriate selection of SAP Met and select the ‘Save’ button.



Michigan Competitive Scholarship/Tuition Grant
Academic Year 2017 - 2018

Update Application Information

[redacted]

Residency Override	☐	ISIR Date Override	☐
State of Legal Residence	MI	Cleared After Deadline Override	☐
Residence Date	02/01/2012	Out of District	☐
Parent State of Legal Residence	MI	Undergraduate Override	☐
Parent Residence Date	02/01/2012	Grade Level	[redacted]
SSN Match Flag	SSN, Name, and DOB match	Bachelors Degree	No
NSLDS Override	☐	Degree/Certificate	1st Bachelors Degree
Default/Refund Owed on State Aid	No	Master/Doctorate	No
Citizenship Override	☐	SAP Met	
Dependency Status	Dependent	MCS GPA Met	
Federal EFC	7986	EFC Update Reason	
HS Diploma or Equivalent	High School Diploma	High School	[redacted]
ACT/SAT Override	☐	MCS Eligibility Override	☐
MTG Eligibility Override	☐	Force MTG Only	☐
		High School Graduation Year	[redacted]
		High School Graduation Month	6

Determining 4th Quarter Payment and Balancing

Institutions can project the amount expected to receive or be owed back to our office during the 4th Quarter using the equation below. Since MCS and MTG are aggregate programs, the institution certifies the enrollment of awardees and receives a quarterly percentage of their total aggregate amount.

The equation:

(Total Award) - (Total Payment Amount) = 4th Quarter Payment Amount
Total Award = {Sum of all awards for program across all semesters for current-year}
Total Payment Amount = [1st Quarter Payment + 2nd Quarter Payment + 3rd Quarter Payment]

To gather this information, use the School Totals Report and look at the Total Award figure (calculated on the last page of the report). To find the Quarter 1 - Quarter 3 payment amounts, open the program’s menu (Michigan Competitive Scholarship or Michigan Tuition Grant), then School Profile, then Payment History. The Payment Amount column indicates funds that were disbursed to your institution.

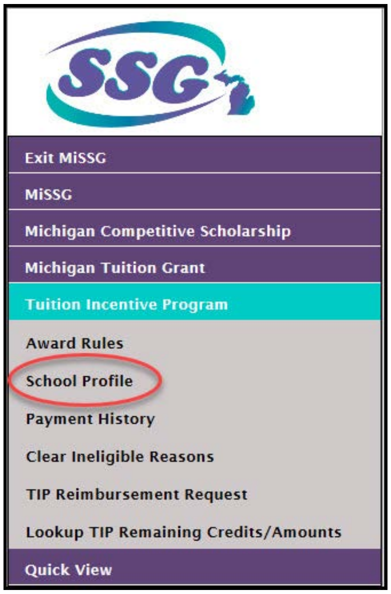
If you find a discrepancy between what you were expecting to receive and what you are projected to receive, please contact mistudentaid@michigan.gov or 888-447-2687. If your institution owes funds back, communication will be sent to your institution. If your institution is balanced and agrees with the amount listed within MiSSG, please send notification to mistudentaid@michigan.gov confirming this.

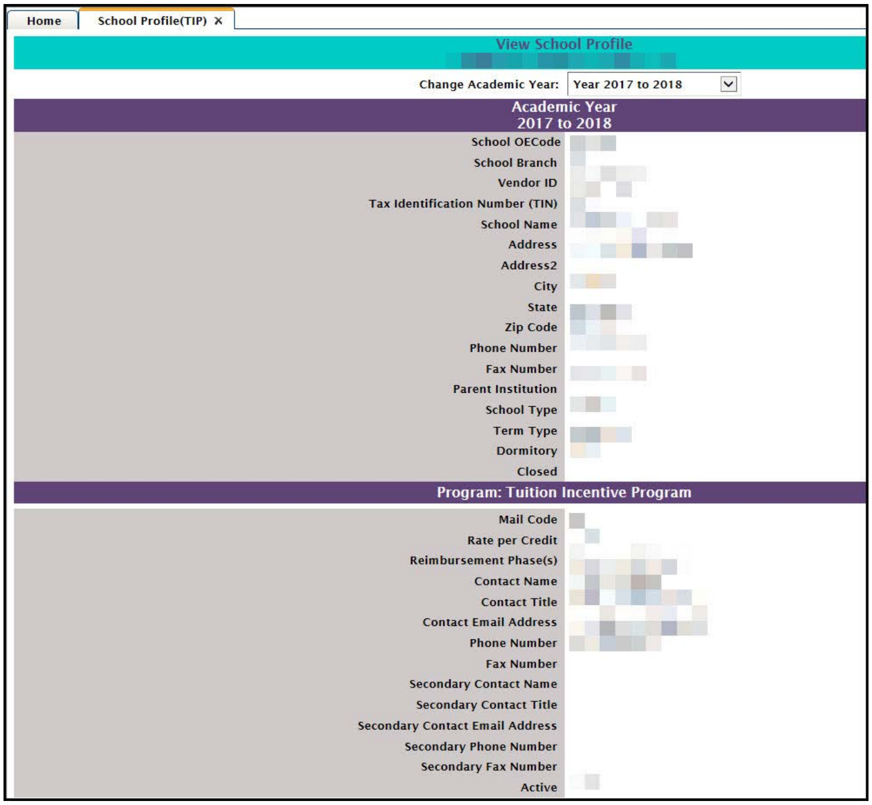
School Profile

Contact information for your institution is stored in your school profile. It is important to keep this record up to date.

Contact information is program specific. If you have different staff working on different State of Michigan programs, you will need to provide separate contact information for each program under the School Profile tab.

To view/update your profile information for TIP, click the ‘Tuition Incentive Program’ menu item on the left navigation bar. Then click on ‘School Profile.’


Exit MiSSG
MiSSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Award Rules
School Profile
Payment History
Clear Ineligible Reasons
TIP Reimbursement Request
Lookup TIP Remaining Credits/Amounts
Quick View


Home
School Profile(TIP) ×
View School Profile

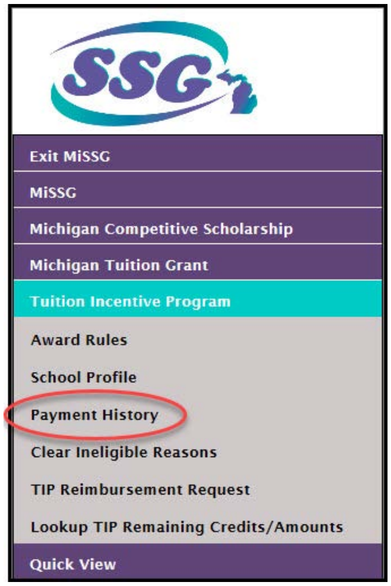
Change Academic Year: Year 2017 to 2018

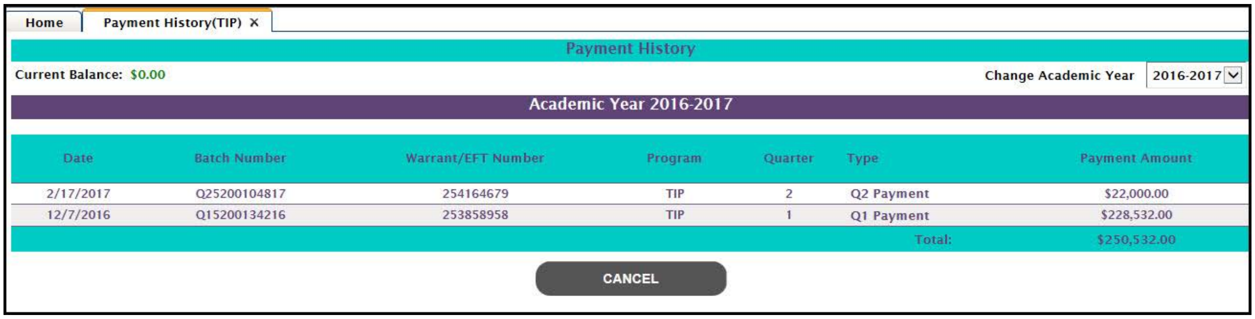
Academic Year
2017 to 2018
School OECode
School Branch
Vendor ID
Tax Identification Number (TIN)
School Name
Address
Address2
City
State
Zip Code
Phone Number
Fax Number
Parent Institution
School Type
Term Type
Dormitory
Closed
Program: Tuition Incentive Program
Mail Code
Rate per Credit
Reimbursement Phase(s)
Contact Name
Contact Title
Contact Email Address
Phone Number
Fax Number
Secondary Contact Name
Secondary Contact Title
Secondary Contact Email Address
Secondary Phone Number
Secondary Fax Number
Active

TIP Payment History

The Payment History section displays information about TIP payments made to your institution during the selected academic year. The date of the payment, the quarter the payment was made, and the amount of the payment is provided.

To view Payment History, click the ‘Tuition Incentive Program’ menu item on the left navigation bar. Then click on ‘Payment History.’


SSG
Exit MiSSG
MiSSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Award Rules
School Profile
Payment History
Clear Ineligible Reasons
TIP Reimbursement Request
Lookup TIP Remaining Credits/Amounts
Quick View


Home
Payment History(TIP) ×
Payment History

Current Balance: $0.00

Change Academic Year: 2016-2017

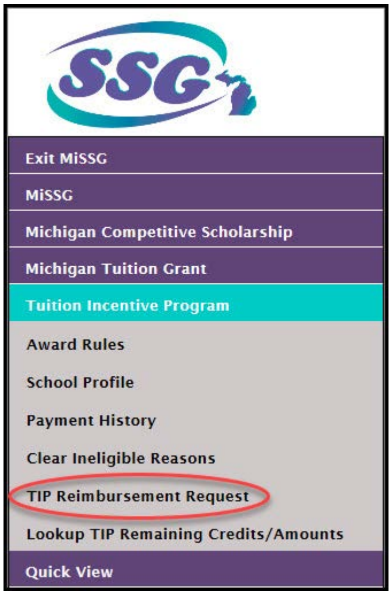
Academic Year 2016-2017

Date	Batch Number	Warrant/EFT Number	Program	Quarter	Type	Payment Amount
2/17/2017	Q25200104817	254164679	TIP	2	Q2 Payment	$22,000.00
12/7/2016	Q15200134216	253858958	TIP	1	Q1 Payment	$228,532.00
					Total:	$250,532.00

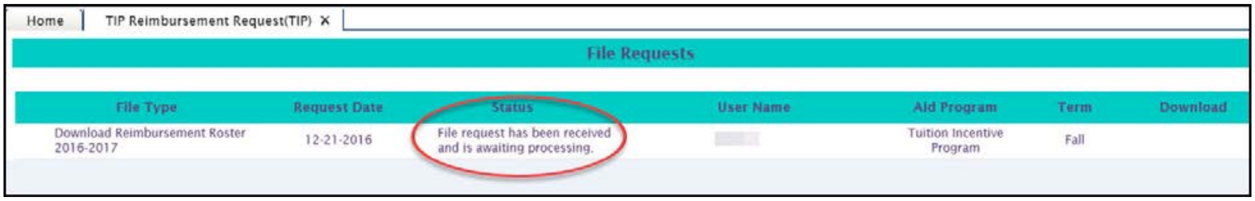
CANCEL

TIP Reimbursement Request Download File

To download a list of your eligible TIP students, click the ‘Tuition Incentive Program’ menu item on the left navigation bar. Click on ‘TIP Reimbursement Request.’


SSG
Exit MiSSG
MiSSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Award Rules
School Profile
Payment History
Clear Ineligible Reasons
TIP Reimbursement Request
Lookup TIP Remaining Credits/Amounts
Quick View

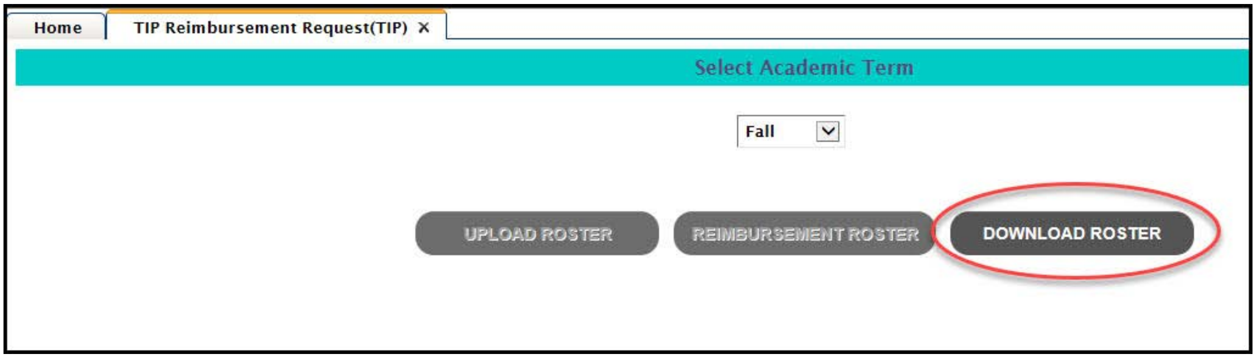
Select the semester/term you want to download a roster for. Then click the ‘Download Roster’ button. (We suggest using this file as a starting point to create your Upload Reimbursement file.) The File Requests screen appears.


Home
TIP Reimbursement Request(TIP) ✕

File Requests

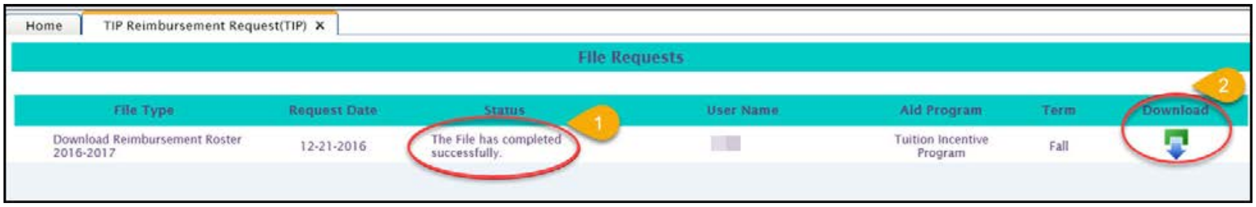
File Type	Request Date	Status	User Name	Aid Program	Term	Download
Download Reimbursement Roster 2016-2017	12-21-2016	File request has been received and is awaiting processing.	[redacted]	Tuition Incentive Program	Fall	

Observe the status column of the File Requests screen. After a minute or two, if you do not see “The File has completed successfully” message, click the ‘Refresh’ button at the bottom of the screen. When the file has completed (step 1), you can download the file by clicking on the download arrow icon on the right side of the file request’s line (step 2).


Home
TIP Reimbursement Request(TIP) ✕
UPLOAD ROSTER
REIMBURSEMENT ROSTER
DOWNLOAD ROSTER

Select Academic Term

Fall

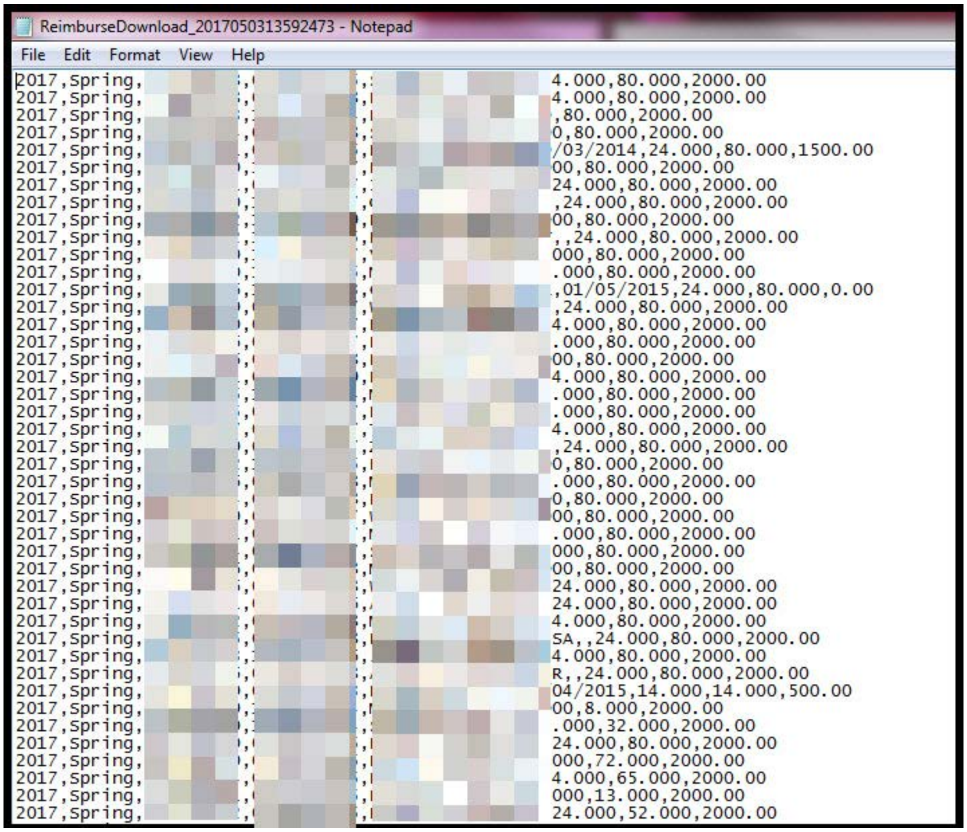

Home
TIP Reimbursement Request(TIP) ✕
1
2

File Requests

File Type	Request Date	Status	User Name	Aid Program	Term	Download
Download Reimbursement Roster 2016-2017	12-21-2016	The File has completed successfully.	[redacted]	Tuition Incentive Program	Fall	⬇

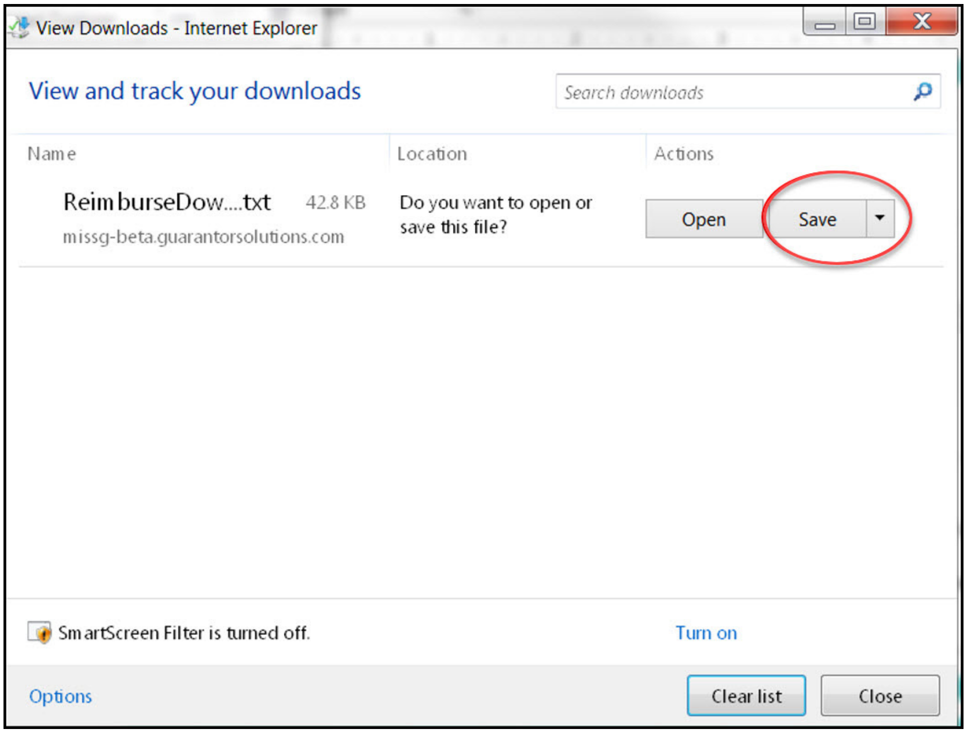
After clicking on the download icon, you will be given the option to OPEN or SAVE the file.

To OPEN the file, click on ‘OPEN’. The text file will be structured as a Comma Separated Values (CSV).


ReimburseDownload_2017050313592473 - Notepad
File Edit Format View Help

```
2017,Spring,[redacted]4.000,80.000,2000.00
2017,Spring,[redacted]4.000,80.000,2000.00
2017,Spring,[redacted],80.000,2000.00
2017,Spring,[redacted]0,80.000,2000.00
2017,Spring,[redacted]/03/2014,24.000,80.000,1500.00
2017,Spring,[redacted]00,80.000,2000.00
2017,Spring,[redacted]24.000,80.000,2000.00
2017,Spring,[redacted],24.000,80.000,2000.00
2017,Spring,[redacted]00,80.000,2000.00
2017,Spring,[redacted],,24.000,80.000,2000.00
2017,Spring,[redacted]000,80.000,2000.00
2017,Spring,[redacted].000,80.000,2000.00
2017,Spring,[redacted],01/05/2015,24.000,80.000,0.00
2017,Spring,[redacted],24.000,80.000,2000.00
2017,Spring,[redacted]4.000,80.000,2000.00
2017,Spring,[redacted].000,80.000,2000.00
2017,Spring,[redacted]00,80.000,2000.00
2017,Spring,[redacted]4.000,80.000,2000.00
2017,Spring,[redacted].000,80.000,2000.00
2017,Spring,[redacted].000,80.000,2000.00
2017,Spring,[redacted]4.000,80.000,2000.00
2017,Spring,[redacted],24.000,80.000,2000.00
2017,Spring,[redacted]0,80.000,2000.00
2017,Spring,[redacted].000,80.000,2000.00
2017,Spring,[redacted]0,80.000,2000.00
2017,Spring,[redacted]00,80.000,2000.00
2017,Spring,[redacted].000,80.000,2000.00
2017,Spring,[redacted]000,80.000,2000.00
2017,Spring,[redacted]00,80.000,2000.00
2017,Spring,[redacted]24.000,80.000,2000.00
2017,Spring,[redacted]24.000,80.000,2000.00
2017,Spring,[redacted]4.000,80.000,2000.00
2017,Spring,[redacted]SA,,24.000,80.000,2000.00
2017,Spring,[redacted]4.000,80.000,2000.00
2017,Spring,[redacted]R,,24.000,80.000,2000.00
2017,Spring,[redacted]04/2015,14.000,14.000,500.00
2017,Spring,[redacted]00,8.000,2000.00
2017,Spring,[redacted].000,32.000,2000.00
2017,Spring,[redacted]24.000,80.000,2000.00
2017,Spring,[redacted]000,72.000,2000.00
2017,Spring,[redacted]4.000,65.000,2000.00
2017,Spring,[redacted]000,13.000,2000.00
2017,Spring,[redacted]24.000,52.000,2000.00
```

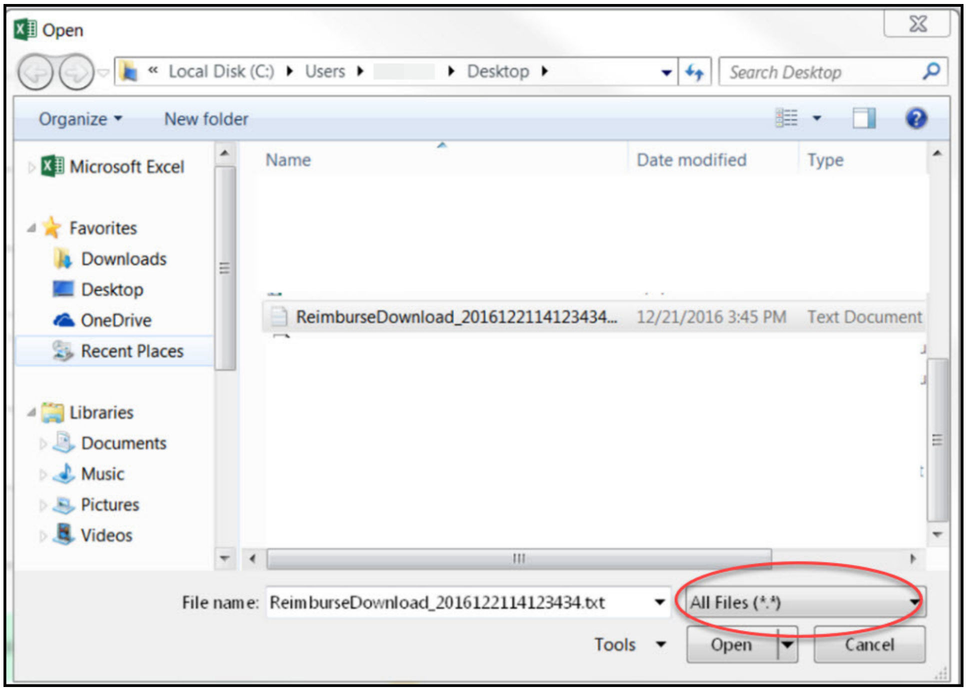
To SAVE the file in a different location, click the arrow next to save and select Save As instead. It is recommended (not required) that you rename the file as you save it.


View Downloads - Internet Explorer
View and track your downloads
Search downloads
Name
Location
Actions
ReimburseDow....txt
42.8 KB
missg-beta.guarantorsolutions.com
Open
Save
Turn on
Options
Clear list
Close

Do you want to open or save this file?

SmartScreen Filter is turned off.

After downloading, open your text file by using Excel.


Open
Organize
New folder
Microsoft Excel
Favorites
Downloads
Desktop
OneDrive
Recent Places
Libraries
Documents
Music
Pictures
Videos
Name
Date modified
Type
Tools
Open
Cancel
Search Desktop

« Local Disk (C:) ▸ Users ▸ [redacted] ▸ Desktop ▸

ReimburseDownload_2016122114123434... 12/21/2016 3:45 PM Text Document

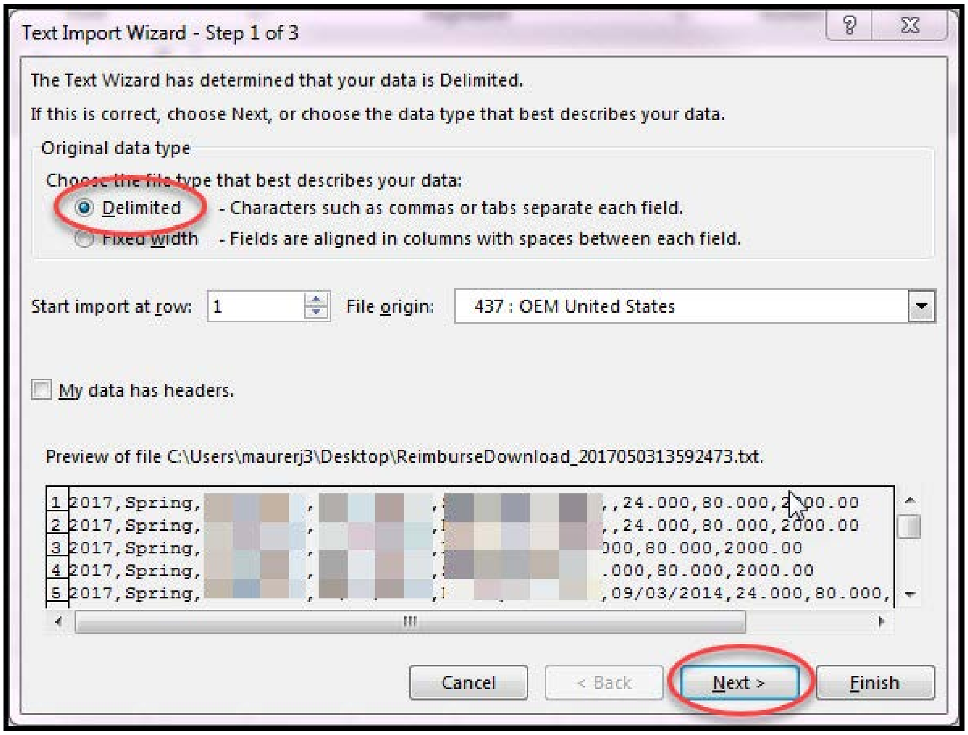
File name: ReimburseDownload_2016122114123434.txt

All Files (*.*)

Change the "file type" to All Files (*.*) to allow Excel to locate your .txt file.

The Text Import Wizard will appear after you select your text file and click open.

Step 1 – Select 'Delimited' as the type of file. Then click the Next button.


Text Import Wizard - Step 1 of 3
Original data type
Cancel
< Back
Next >
Finish

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Choose the file type that best describes your data:

● Delimited - Characters such as commas or tabs separate each field.

○ Fixed width - Fields are aligned in columns with spaces between each field.

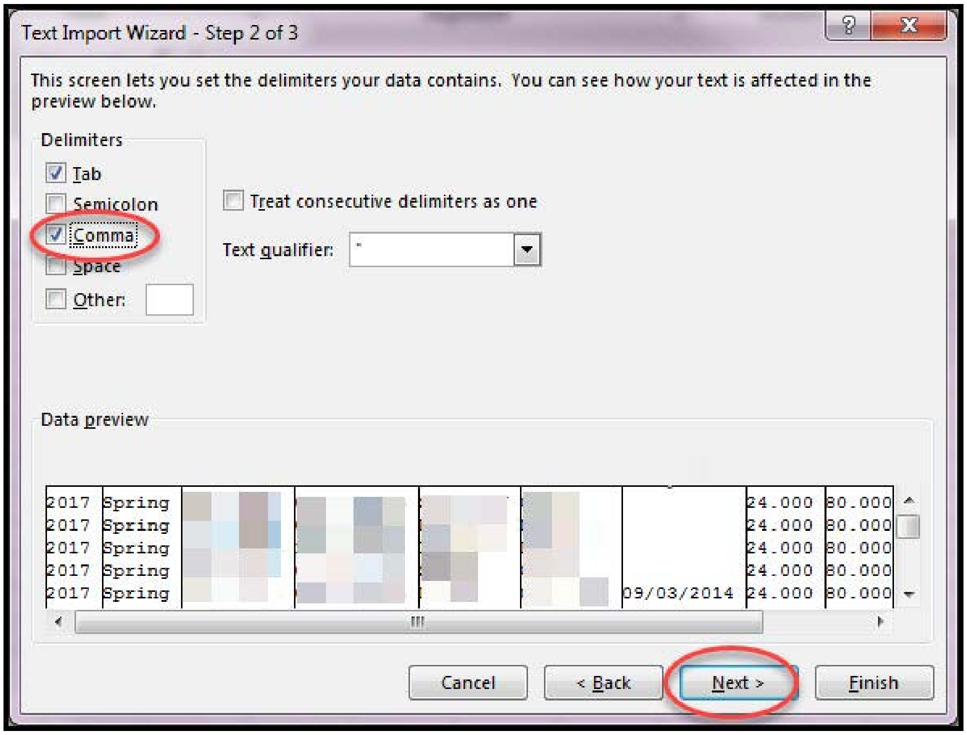
Start import at row: 1 File origin: 437 : OEM United States

☐ My data has headers.

Preview of file C:\Users\maurerj3\Desktop\ReimburseDownload_2017050313592473.txt.

```
1 2017,Spring,[redacted],[redacted],[redacted],,24.000,80.000,2000.00
2 2017,Spring,[redacted],[redacted],[redacted],,24.000,80.000,2000.00
3 2017,Spring,[redacted],[redacted],[redacted]000,80.000,2000.00
4 2017,Spring,[redacted],[redacted],[redacted].000,80.000,2000.00
5 2017,Spring,[redacted],[redacted],[redacted],09/03/2014,24.000,80.000,
```

Step 2 – Select ‘Comma’ as the type of delimiter in your file. Then click the ‘Next’ button.



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☑ Tab
☐ Semicolon
☑ Comma
☐ Space
☐ Other:

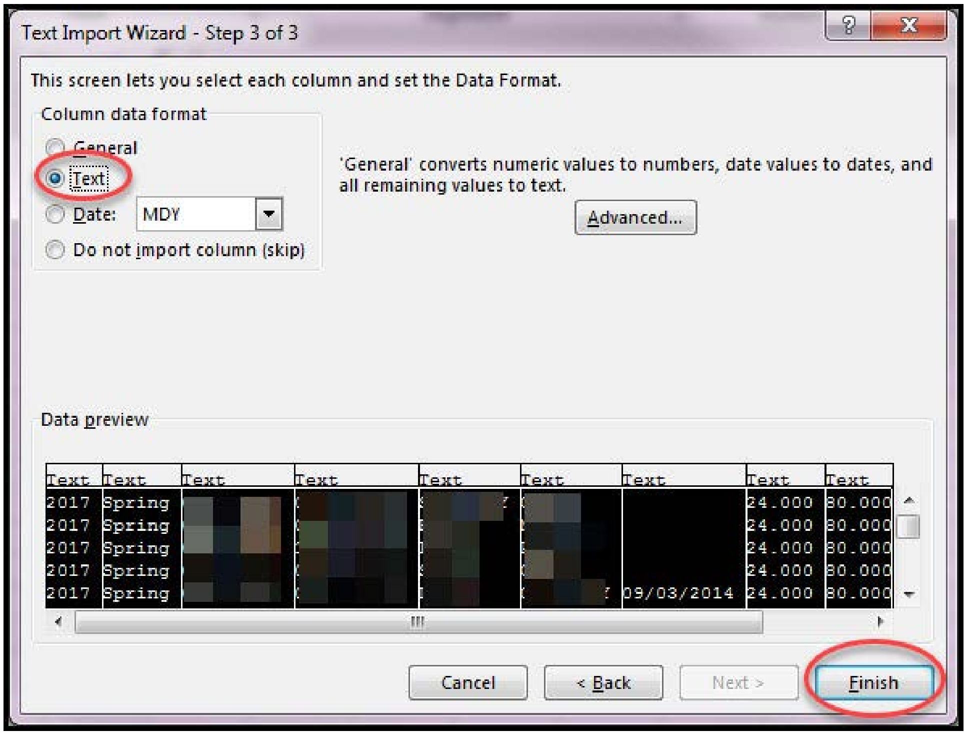
☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]	09/03/2014	24.000	80.000

Step 3 – Highlight the columns in the Data Preview pane and choose ‘Text’ as the column data format. Then click the ‘Finish’ button.



Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

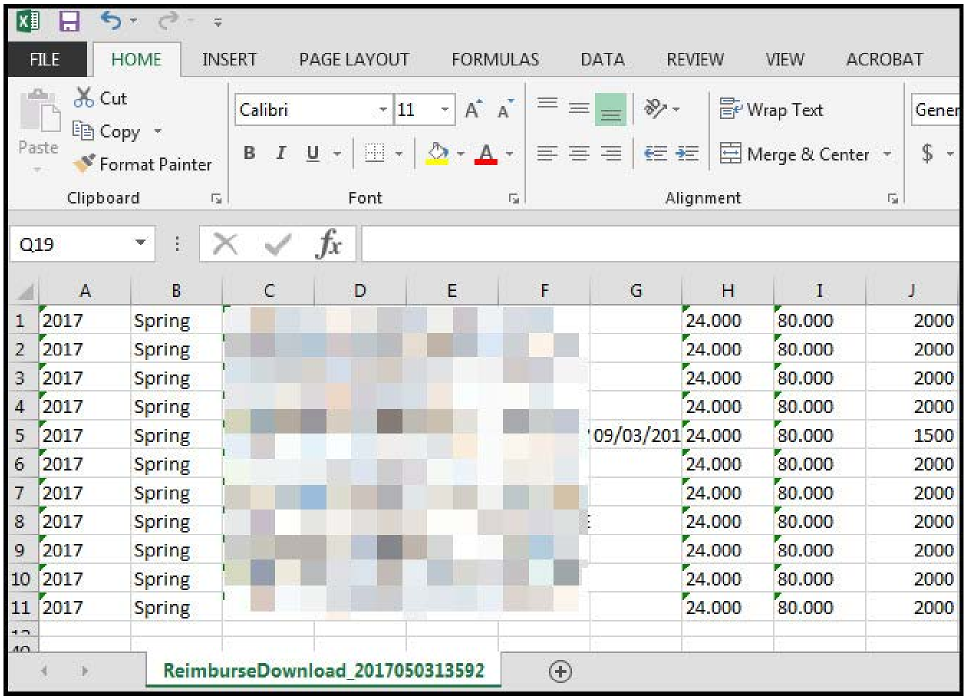
○ General
● Text
○ Date: MDY
○ Do not import column (skip)

‘General’ converts numeric values to numbers, date values to dates, and all remaining values to text.

Data preview

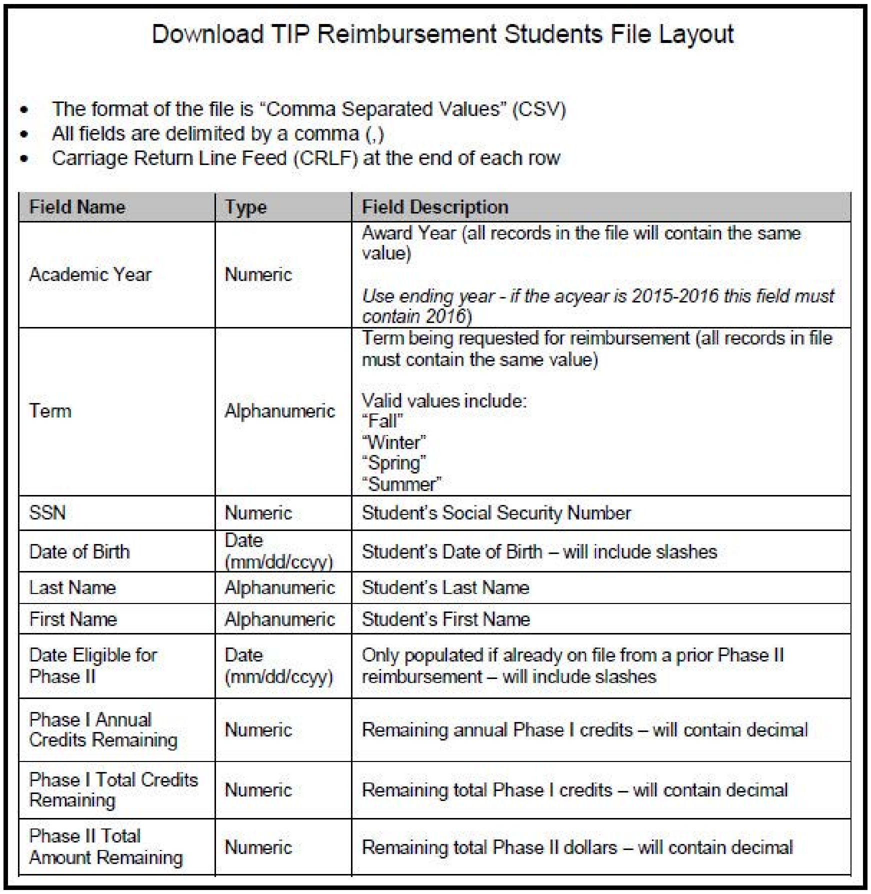
Text	Text	Text	Text	Text	Text	Text	Text	Text
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000
2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]	09/03/2014	24.000	80.000

Your file of eligible students will be displayed as a spreadsheet.



	A	B	C	D	E	F	G	H	I	J
1	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
2	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
3	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
4	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
5	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]	09/03/201	24.000	80.000	1500
6	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
7	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
8	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
9	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
10	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000
11	2017	Spring	[redacted]	[redacted]	[redacted]	[redacted]		24.000	80.000	2000

Your download file is a Comma Separated Values (CSV) format. All fields are delimited by a comma and there is a Carriage Return Line Feed (CRLF) at the end of each row. Your download file contains the following fields:



Download TIP Reimbursement Students File Layout

- The format of the file is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file will contain the same value) *Use ending year - if the acyear is 2015-2016 this field must contain 2016)*
Term	Alphanumeric	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: “Fall” “Winter” “Spring” “Summer”
SSN	Numeric	Student’s Social Security Number
Date of Birth	Date (mm/dd/ccyy)	Student’s Date of Birth – will include slashes
Last Name	Alphanumeric	Student’s Last Name
First Name	Alphanumeric	Student’s First Name
Date Eligible for Phase II	Date (mm/dd/ccyy)	Only populated if already on file from a prior Phase II reimbursement – will include slashes
Phase I Annual Credits Remaining	Numeric	Remaining annual Phase I credits – will contain decimal
Phase I Total Credits Remaining	Numeric	Remaining total Phase I credits – will contain decimal
Phase II Total Amount Remaining	Numeric	Remaining total Phase II dollars – will contain decimal

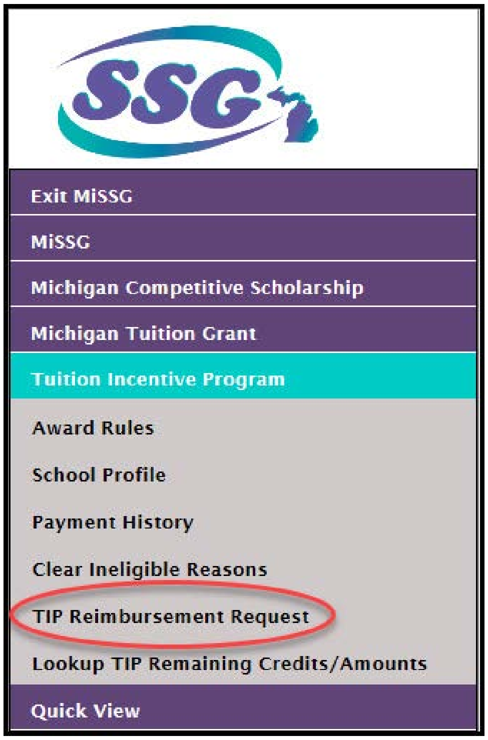
Columns needed (from this file) for your Upload reimbursement file are:

- Column A – Academic Year
- Column B – Term
- Column C – SSN
- Column D – Date of Birth
- Column E – Last Name
- Column F – First Name
- Column G – Date Eligible for Phase II

Columns H, I, and J provide remaining credits in Phase I and available dollars in Phase II. You will delete columns H, I, and J before adding the data needed for your upload file.

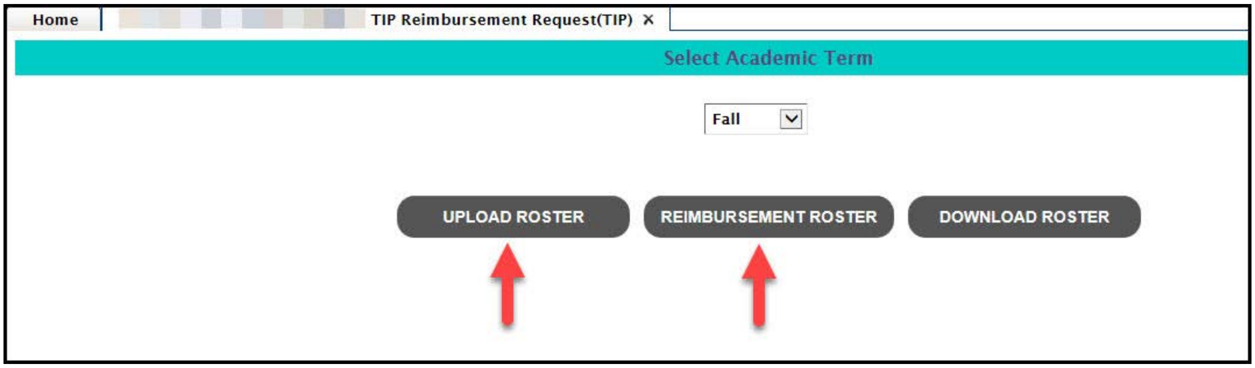
TIP Reimbursement Request

To request reimbursement, click the ‘Tuition Incentive Program’ menu item on the left navigation bar. Then click on ‘TIP Reimbursement Request.’


SSG
Exit MiSSG
MiSSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Award Rules
School Profile
Payment History
Clear Ineligible Reasons
TIP Reimbursement Request
Lookup TIP Remaining Credits/Amounts
Quick View

You will be given two reimbursement choices:

- Upload Roster (Batch Reimbursement Requests)
- Reimbursement Roster (Individual Student Requests)

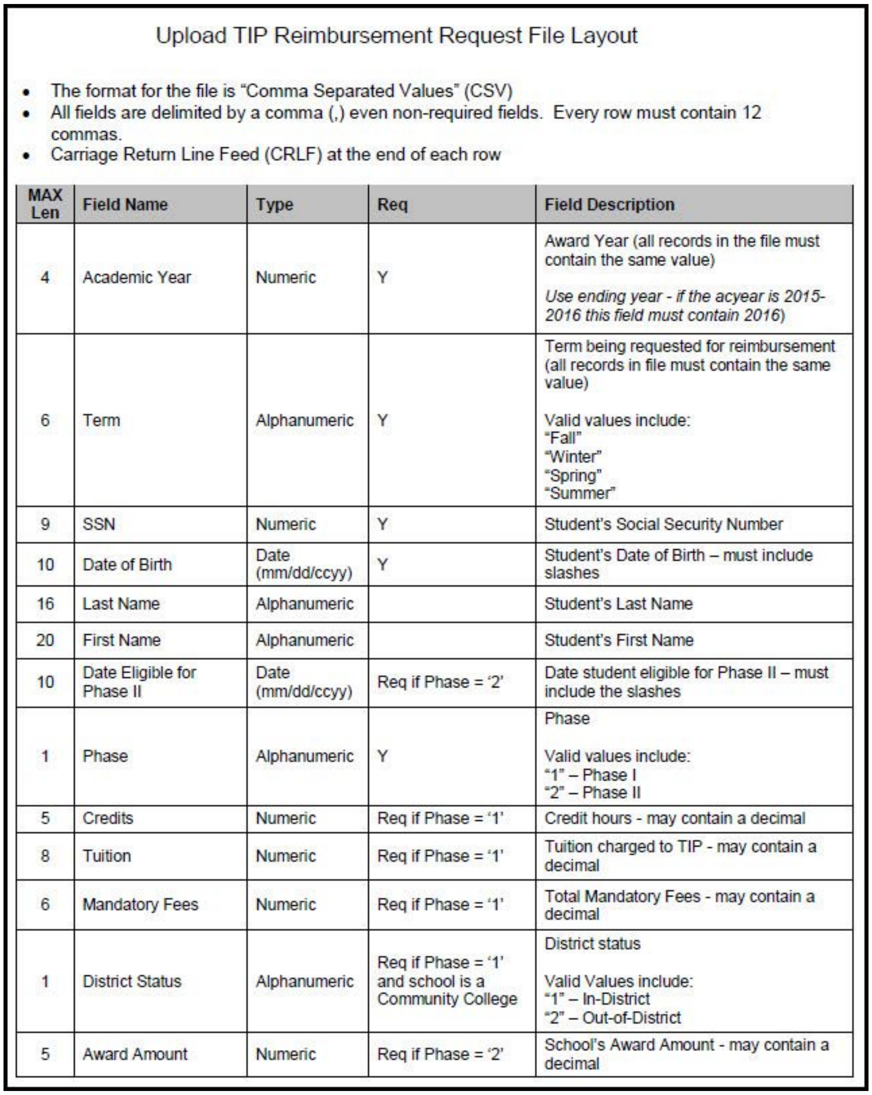

Home
TIP Reimbursement Request(TIP) ×
UPLOAD ROSTER
REIMBURSEMENT ROSTER
DOWNLOAD ROSTER

Select Academic Term

Fall

It is always recommended to use the most recent download file possible when creating an upload file.

Request Reimbursement Using Upload Roster
You can use your download roster as a starting point or you can create a new file to upload to MiSSG. Your upload file must be in a CSV format. All fields must be delimited by a comma, including non-required or empty fields. Every row must contain 13 fields. Your file must follow the file format below.



Upload TIP Reimbursement Request File Layout

- The format for the file is "Comma Separated Values" (CSV)
- All fields are delimited by a comma (,) even non-required fields. Every row must contain 12 commas.
- Carriage Return Line Feed (CRLF) at the end of each row

	MAX Len	Field Name	Type	Req	Field Description
Column A	4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) *Use ending year - if the acyear is 2015-2016 this field must contain 2016)*
Column B	6	Term	Alphanumeric	Y	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
Column C	9	SSN	Numeric	Y	Student's Social Security Number
Column D	10	Date of Birth	Date (mm/dd/ccyy)	Y	Student's Date of Birth – must include slashes
Column E	16	Last Name	Alphanumeric		Student's Last Name
Column F	20	First Name	Alphanumeric		Student's First Name
Column G	10	Date Eligible for Phase II	Date (mm/dd/ccyy)	Req if Phase = '2'	Date student eligible for Phase II – must include the slashes
Column H	1	Phase	Alphanumeric	Y	Phase Valid values include: "1" – Phase I "2" – Phase II
Column I	5	Credits	Numeric	Req if Phase = '1'	Credit hours - may contain a decimal
Column J	8	Tuition	Numeric	Req if Phase = '1'	Tuition charged to TIP - may contain a decimal
Column K	6	Mandatory Fees	Numeric	Req if Phase = '1'	Total Mandatory Fees - may contain a decimal
Column L	1	District Status	Alphanumeric	Req if Phase = '1' and school is a Community College	District status Valid Values include: "1" – In-District "2" – Out-of-District
Column M	5	Award Amount	Numeric	Req if Phase = '2'	School's Award Amount - may contain a decimal

If not using the downloaded roster, prior to uploading your file, you should compare the students in your upload file to the list of eligible students in MiSSG. If students do not appear on the list from MiSSG, you must contact SSG and request those students to be transferred to your institution PRIOR to uploading your file for reimbursement. You can also request that students go to the MiSSG Student Portal and select your institution as their school of choice.

- Column G: Date Eligible for Phase II
  - Establishing the date that the student became eligible for Phase II.
    - This includes:
      - Obtained 56 transferable semester (or 84 transferable term) credits.
      - Obtained a certificate (minimum of one year) or associate degree.

- Column H: Phase
  - Determines the type of TIP reimbursement being requested for the student.
    - If a student is utilizing Phase I, use the value “1.”
      - Selecting Phase I requires Columns I, J, and K to be completed.
      - Column L is also required if your institution is a Community College.
      - Column M must be present but remain empty.
    - If a student is utilizing Phase II, use the value “2.”
      - Selecting Phase II requires that Columns G and M be completed.
      - Columns I, J, K, and L must be present but remain empty.
      - Column I: Credits
  - Only list the credit hours that are TIP eligible.
    - Courses must be within the degree (certificate/associate) program.

- Column J: Tuition
  - Enter the total value of the tuition which will be reimbursed.
  - This does not include mandatory fees.

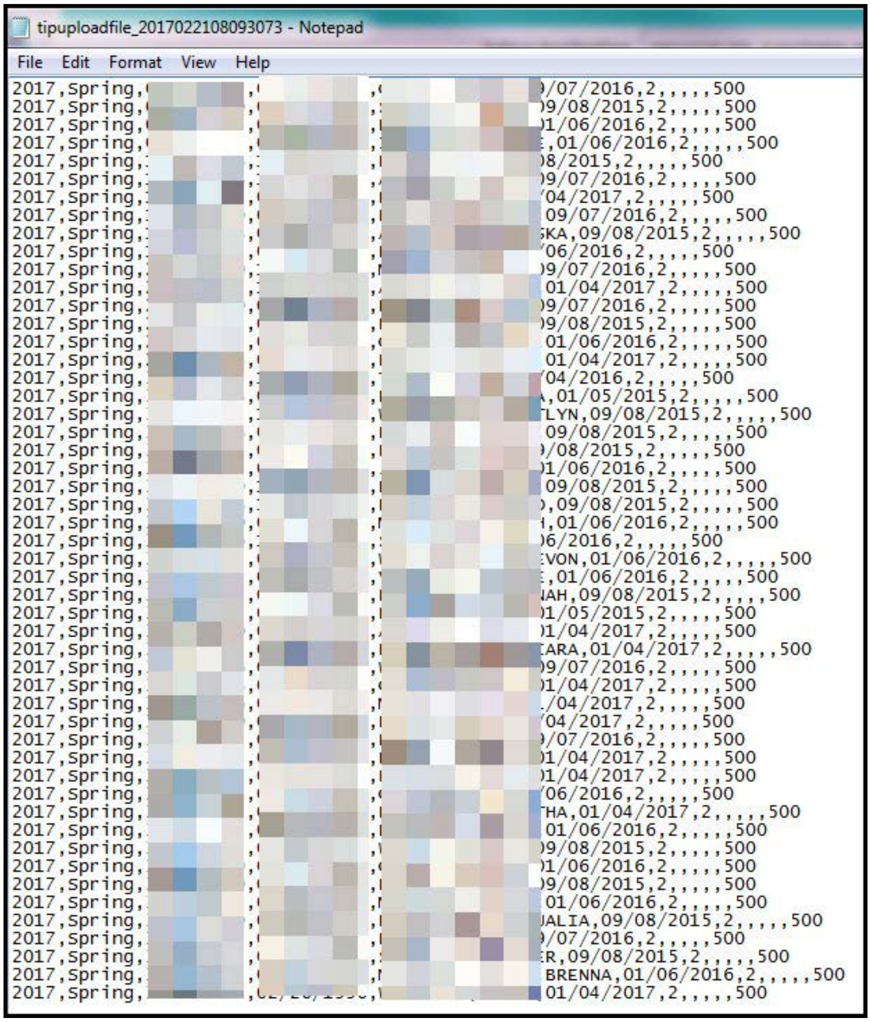
- Column K: Mandatory Fees
  - Mandatory fees are fees charged to all students at all campuses as a condition of enrollment and must be identified in the institution course catalog. Mandatory fees cannot exceed $250 at all campus locations per semester/term.
  - This does not include tuition.

- Column L: District Status (Community Colleges only)
  - Determines the tuition rate of TIP reimbursement being requested for the student.
    - If a student is In-District, use the value “1.”
      - The tuition rate will be the In-District Tuition Rate per Credit within the School Profile.
    - If a student is Out-of-District, use the value “2.”
      - The tuition rate will be the Out-of-District Tuition Rate per Credit within the School Profile.
  - Definitions of district status can be found within the State Programs Procedures Manual.

- Column M: Award Amount
  - This is the value of the Phase II reimbursement.

After verifying every student you wish to include in your reimbursement request is listed in your upload file, you must make sure your file is in a CSV format before uploading to MiSSG.

When viewed as text, your file should look like the example below. The example shows both Phase I and Phase II students.

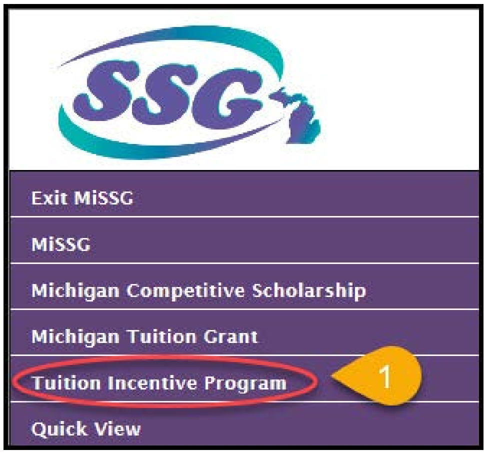

tipuploadfile_2017022108093073 - Notepad
File Edit Format View Help

```
2017,Spring,[redacted]/07/2016,2,,,,,500
2017,Spring,[redacted]9/08/2015,2,,,,,500
2017,Spring,[redacted]1/06/2016,2,,,,,500
2017,Spring,[redacted],01/06/2016,2,,,,,500
2017,Spring,[redacted]8/2015,2,,,,,500
2017,Spring,[redacted]9/07/2016,2,,,,,500
2017,Spring,[redacted]/04/2017,2,,,,,500
2017,Spring,[redacted]09/07/2016,2,,,,,500
2017,Spring,[redacted],09/08/2015,2,,,,,500
2017,Spring,[redacted]/06/2016,2,,,,,500
2017,Spring,[redacted]9/07/2016,2,,,,,500
2017,Spring,[redacted]01/04/2017,2,,,,,500
2017,Spring,[redacted]9/07/2016,2,,,,,500
2017,Spring,[redacted]9/08/2015,2,,,,,500
2017,Spring,[redacted]01/06/2016,2,,,,,500
2017,Spring,[redacted]01/04/2017,2,,,,,500
2017,Spring,[redacted]/04/2016,2,,,,,500
2017,Spring,[redacted],01/05/2015,2,,,,,500
2017,Spring,[redacted],09/08/2015,2,,,,,500
2017,Spring,[redacted]09/08/2015,2,,,,,500
2017,Spring,[redacted]/08/2015,2,,,,,500
2017,Spring,[redacted]1/06/2016,2,,,,,500
2017,Spring,[redacted]09/08/2015,2,,,,,500
2017,Spring,[redacted],09/08/2015,2,,,,,500
2017,Spring,[redacted],01/06/2016,2,,,,,500
2017,Spring,[redacted]6/2016,2,,,,,500
2017,Spring,[redacted],01/06/2016,2,,,,,500
2017,Spring,[redacted],01/06/2016,2,,,,,500
2017,Spring,[redacted],09/08/2015,2,,,,,500
2017,Spring,[redacted]1/05/2015,2,,,,,500
2017,Spring,[redacted]1/04/2017,2,,,,,500
2017,Spring,[redacted],01/04/2017,2,,,,,500
2017,Spring,[redacted]9/07/2016,2,,,,,500
2017,Spring,[redacted]1/04/2017,2,,,,,500
2017,Spring,[redacted]/04/2017,2,,,,,500
2017,Spring,[redacted]/04/2017,2,,,,,500
2017,Spring,[redacted]/07/2016,2,,,,,500
2017,Spring,[redacted]1/04/2017,2,,,,,500
2017,Spring,[redacted]1/04/2017,2,,,,,500
2017,Spring,[redacted]/06/2016,2,,,,,500
2017,Spring,[redacted],01/04/2017,2,,,,,500
2017,Spring,[redacted]01/06/2016,2,,,,,500
2017,Spring,[redacted]9/08/2015,2,,,,,500
2017,Spring,[redacted]1/06/2016,2,,,,,500
2017,Spring,[redacted]9/08/2015,2,,,,,500
2017,Spring,[redacted]01/06/2016,2,,,,,500
2017,Spring,[redacted],09/08/2015,2,,,,,500
2017,Spring,[redacted]/07/2016,2,,,,,500
2017,Spring,[redacted],09/08/2015,2,,,,,500
2017,Spring,[redacted],01/06/2016,2,,,,,500
2017,Spring,[redacted]01/04/2017,2,,,,,500
```

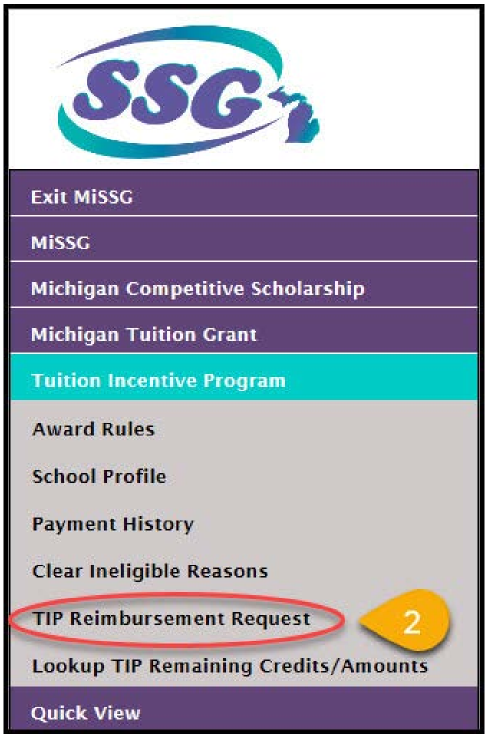
When your file is complete and in the proper format, you can upload the file to MiSSG.

To upload your file:

1. Click on the 'Tuition Incentive Program' menu item on the left navigation bar.

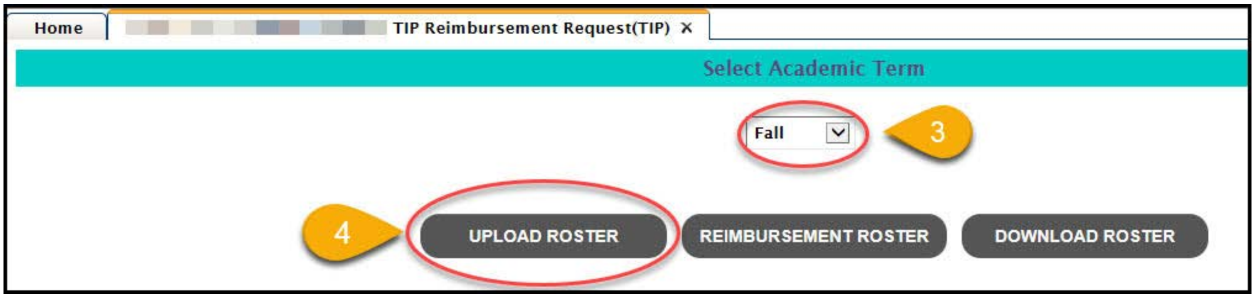


2. Click on 'TIP Reimbursement Request.'

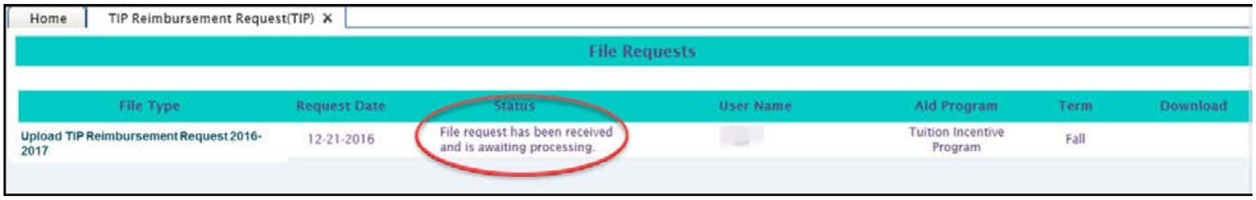

SSG
Exit MiSSG
MiSSG
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
Award Rules
School Profile
Payment History
Clear Ineligible Reasons
TIP Reimbursement Request
2
Lookup TIP Remaining Credits/Amounts
Quick View

3. Select the 'Academic Term' you are requesting reimbursement for.

4. Click the' Upload Roster' button.


Home
[redacted] TIP Reimbursement Request(TIP) ✕
Select Academic Term
Fall
3
4
UPLOAD ROSTER
REIMBURSEMENT ROSTER
DOWNLOAD ROSTER

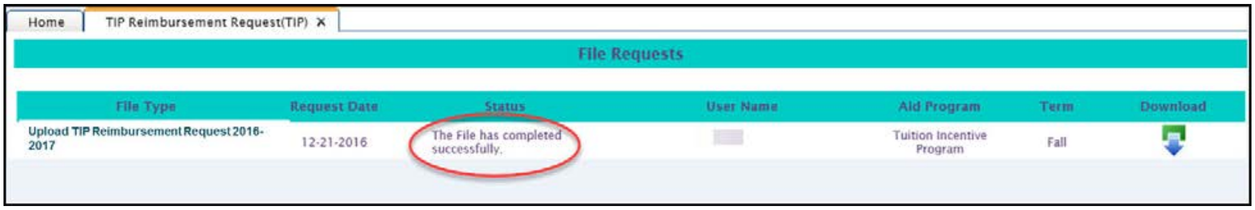
Next you will see the status of your uploaded file. The message "File request has been received and is awaiting processing" means MiSSG is waiting to process the file. Eventually, the message will change to "The file is being executed."


Home
TIP Reimbursement Request(TIP) ✕

File Requests

File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload TIP Reimbursement Request 2016-2017	12-21-2016	File request has been received and is awaiting processing.	[redacted]	Tuition Incentive Program	Fall	

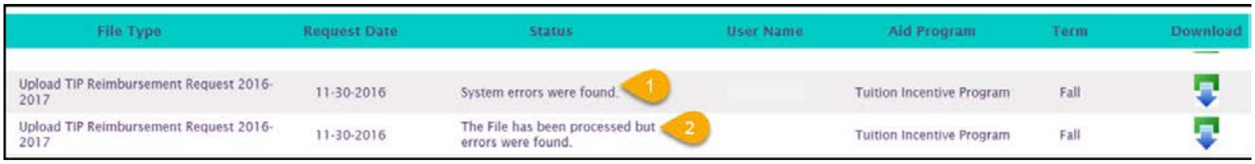
Check the status in a few minutes. If your file processed successfully, you will see the message "The File has completed successfully."


Home
TIP Reimbursement Request(TIP) ✕

File Requests

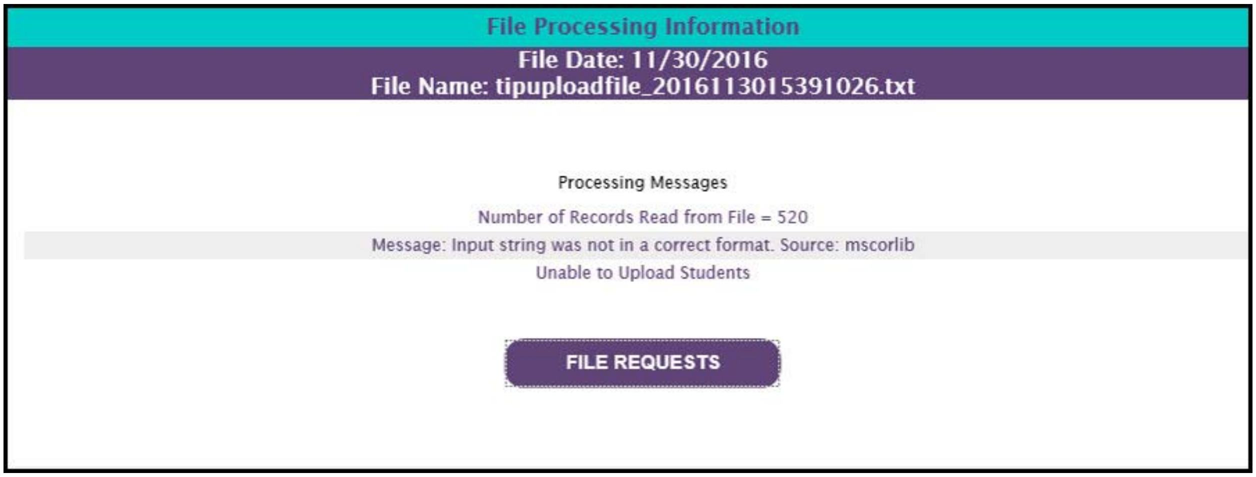
File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload TIP Reimbursement Request 2016-2017	12-21-2016	The File has completed successfully.	[redacted]	Tuition Incentive Program	Fall	⬇

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status "The file has completed successfully" will display if there were no rejected records. Non-rejected records will have processed though. "The file has been processed but errors were found" status will display if there were rejected records.



File Type	Request Date	Status	User Name	Aid Program	Term	Download
Upload TIP Reimbursement Request 2016-2017	11-30-2016	System errors were found.		Tuition Incentive Program	Fall	
Upload TIP Reimbursement Request 2016-2017	11-30-2016	The File has been processed but errors were found.		Tuition Incentive Program	Fall	

To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The "System errors were found" status message will display if there was a problem with the file's layout. No records or awards were processed if this displays. Refer to the Upload File format for file specifications.



File Processing Information

File Date: 11/30/2016

File Name: tipuploadfile_2016113015391026.txt

Processing Messages

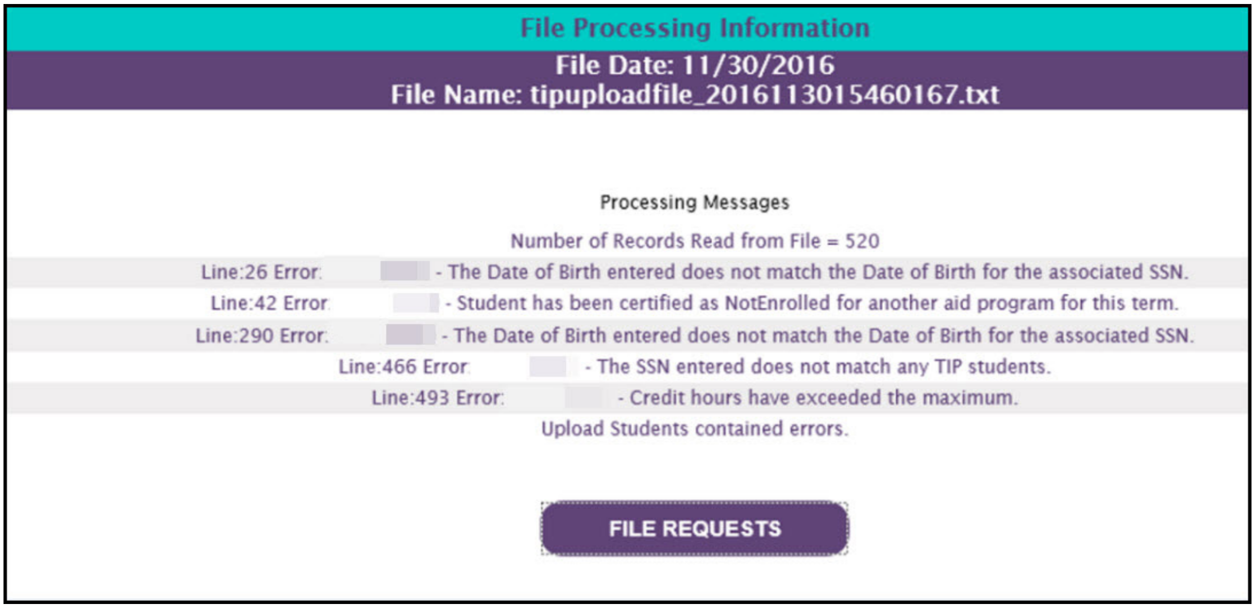
Number of Records Read from File = 520

Message: Input string was not in a correct format. Source: mscorlib

Unable to Upload Students

It is important to check to see all records were processed correctly. If records did not process, then the reimbursement request was not received by MiSSG. When quarterly payment files are created, only received reimbursement requests are included for payment.

Click the status message to view a description of the errors.



File Processing Information

File Date: 11/30/2016

File Name: tipuploadfile_2016113015460167.txt

Processing Messages

Number of Records Read from File = 520

Line:26 Error: [redacted] - The Date of Birth entered does not match the Date of Birth for the associated SSN.

Line:42 Error: [redacted] - Student has been certified as NotEnrolled for another aid program for this term.

Line:290 Error: [redacted] - The Date of Birth entered does not match the Date of Birth for the associated SSN.

Line:466 Error: [redacted] - The SSN entered does not match any TIP students.

Line:493 Error: [redacted] - Credit hours have exceeded the maximum.

Upload Students contained errors.

In the example above, 520 records were read, 515 records had Reimbursement Requests created, and the five with errors were not processed. The five records that failed to process will have the error reason listed:

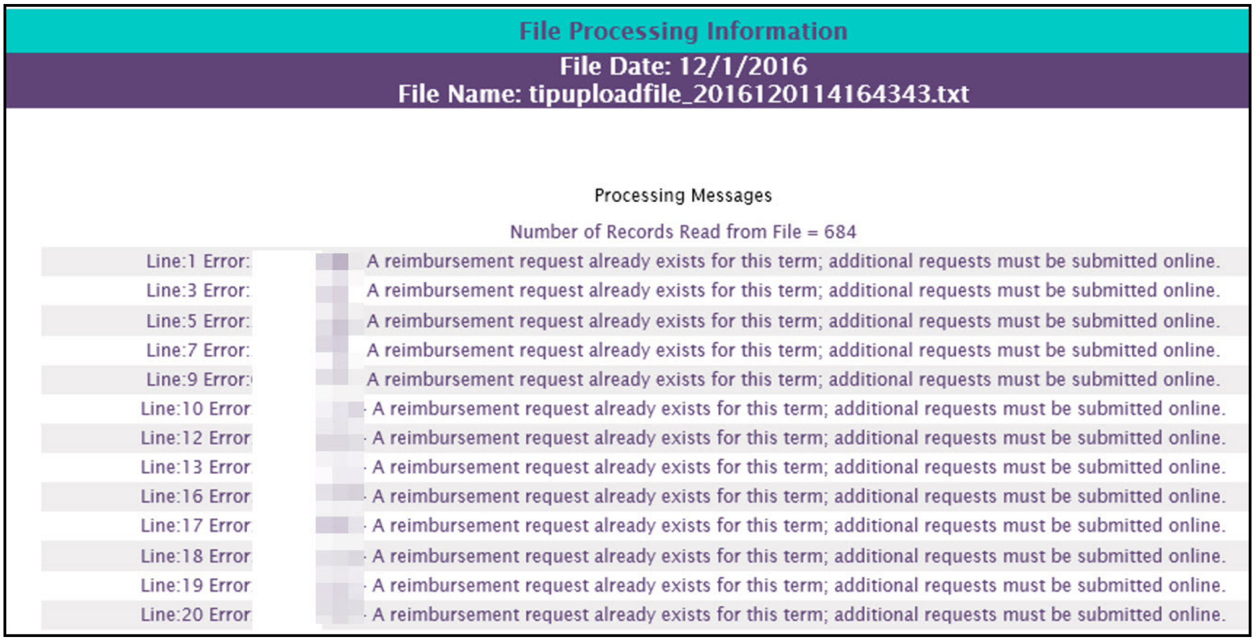
- Line 26 – The student’s Date of Birth (DOB) in the file was different from the DOB in MiSSG’s records.
- Line 42 – The student had been certified as “not enrolled” for either the Michigan Competitive Scholarship or the Michigan Tuition Grant at your school for the same term as this reimbursement request. You may need to contact SSG to resolve this error.
- Line 290 – The student’s DOB in your file was different from the DOB in our records. You will need to verify the correct DOB and resubmit the request for reimbursement.
- Line 466 – SSN in your file does not match any TIP students. Verify you have the correct SSN. If the SSN is correct, contact SSG to verify the SSN on file in MiSSG and update if necessary.
- Line 493 – Credit hours have exceeded the maximum. This error message appears when you are billing for more credit hours than the student has available. You should verify the amount of credits available by inspecting the student’s record, your download file, or contacting SSG for verification.

In all cases, adjustments to the upload file must be made and the students with errors must be submitted again.

It is always recommended to use the most recent download file possible when creating an upload file.

There are three ways to resubmit your request.

1. You can correct your original file and upload it again.
    - If you resubmit your original file with required corrections, you will see the following error messages for the student records that processed successfully the first time. There is no action required for these records. The system is simply indicating a request for reimbursement has already been received from your previous upload attempt.



File Processing Information

File Date: 12/1/2016

File Name: tipuploadfile_20161201141164343.txt

Processing Messages

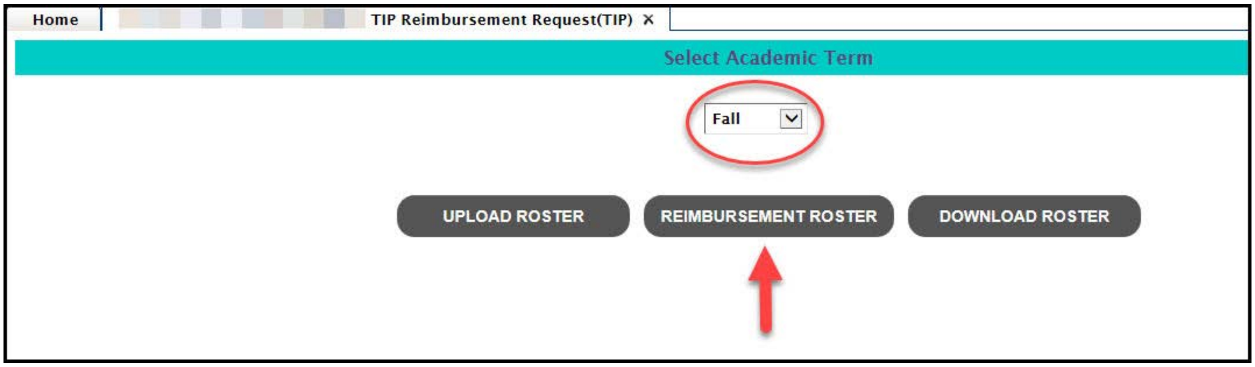
Number of Records Read from File = 684

Line:1 Error: [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:3 Error: [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:5 Error: [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:7 Error: [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:9 Error: [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:10 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:12 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:13 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:16 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:17 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:18 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:19 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.
Line:20 Error [redacted] A reimbursement request already exists for this term; additional requests must be submitted online.

2. You can create and upload a new file with only the students who need to be resubmitted.
3. You can use the online Request Reimbursement feature for those students who need to be resubmitted.

Online Reimbursement Request

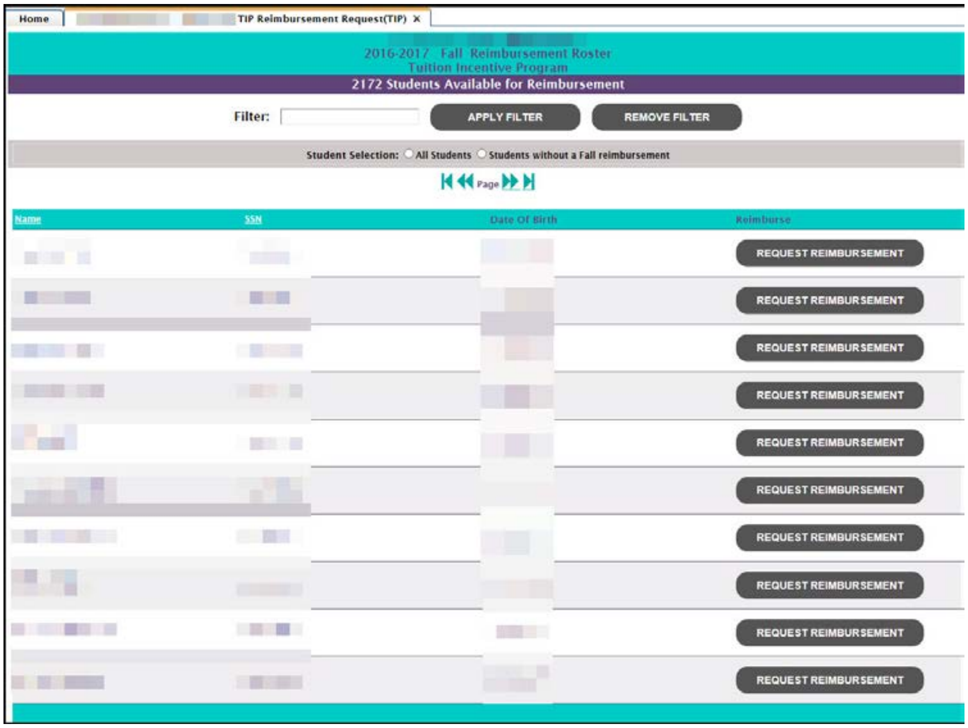
To begin online reimbursement, you will need to load your Reimbursement Roster. Select 'TIP' menu item 'TIP Reimbursement Request' from the drop down box the semester/term for which you are requesting reimbursement. Then click the 'Reimbursement Roster' button.



Select Academic Term

Fall

Your roster will show all eligible TIP students who have indicated your institution as their college of choice for the term selected on their FAFSA or via the MiSSG Student Portal.


Home
TIP Reimbursement Request(TIP) ×
APPLY FILTER
REMOVE FILTER
Page
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT

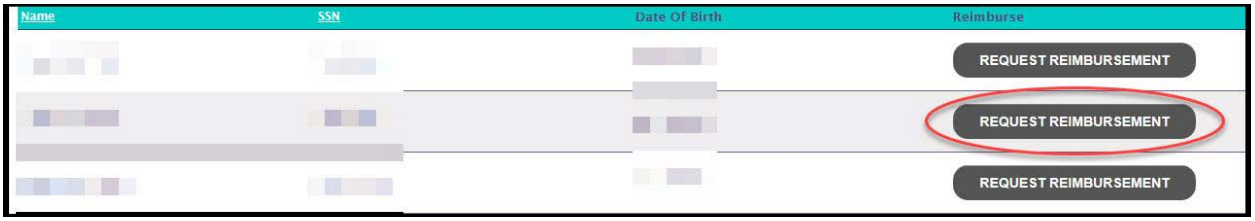
2016-2017 Fall Reimbursement Roster
Tuition Incentive Program
2172 Students Available for Reimbursement

Filter:

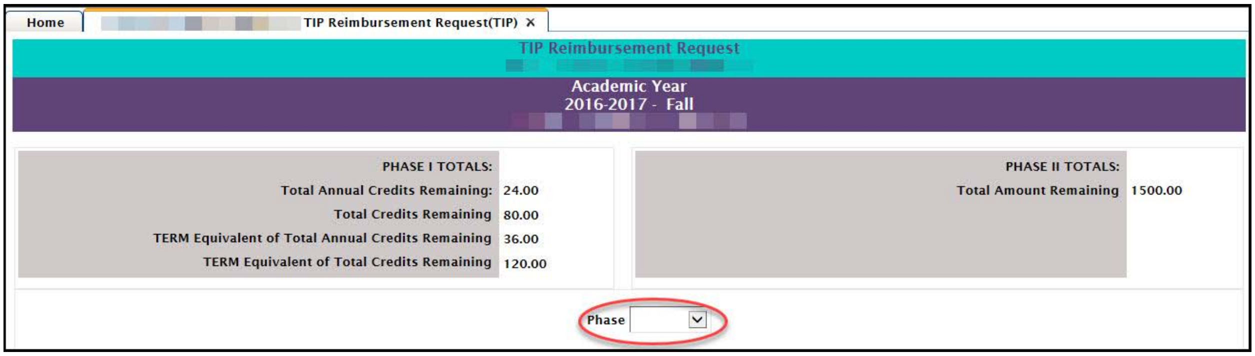
Student Selection: ○ All Students ○ Students without a Fall reimbursement

Name	SSN	Date Of Birth	Reimburse

Click the 'Request Reimbursement' button for the student you want to request reimbursement for.


Name
SSN
Date Of Birth
Reimburse
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT
REQUEST REIMBURSEMENT

Select Phase I or Phase II from the drop down box.


Home
TIP Reimbursement Request(TIP) ×

TIP Reimbursement Request

Academic Year
2016-2017 - Fall

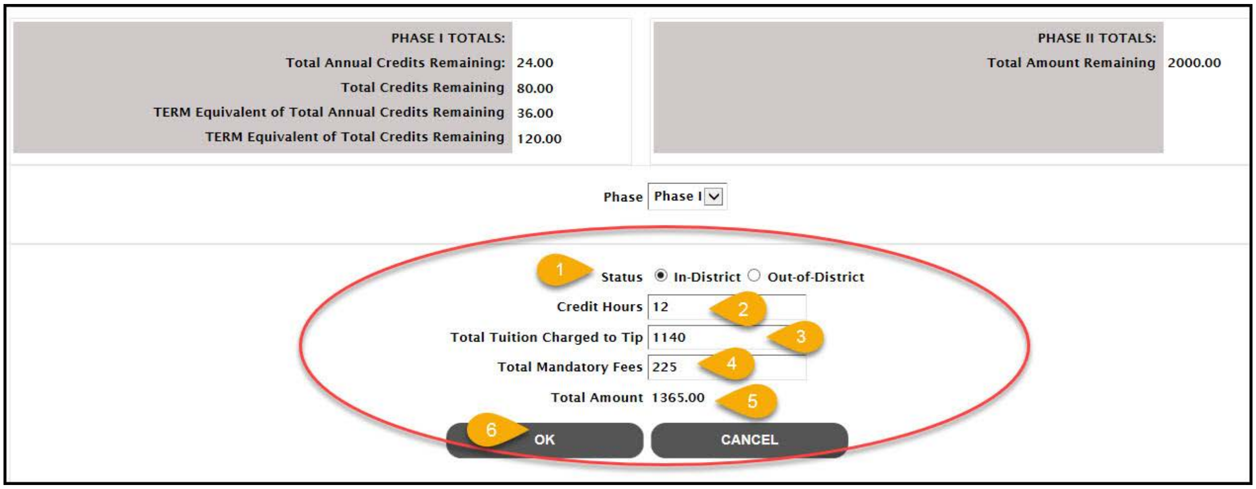
PHASE I TOTALS:	
Total Annual Credits Remaining:	24.00
Total Credits Remaining	80.00
TERM Equivalent of Total Annual Credits Remaining	36.00
TERM Equivalent of Total Credits Remaining	120.00

PHASE II TOTALS:	
Total Amount Remaining	1500.00

Phase

For Phase I

1. * Community Colleges Only: Click In-District or Out-of-District to indicate which rate you will be using.
2. Enter number of credits billed to TIP.
   REMEMBER: A reimbursement cannot be for less than six credits unless the student has less than six credits remaining for the academic year or for Phase I overall.
3. Enter the tuition amount charged to TIP.
4. Enter the mandatory fee amount charged to TIP. If no fees are charged, you must enter a zero in the mandatory fee field.
5. The total amount charged (tuition plus mandatory fees) will calculate and appear next to Total Amount.
6. Click ‘OK’ to complete the student’s Phase I reimbursement.



PHASE I TOTALS:
Total Annual Credits Remaining: 24.00
Total Credits Remaining 80.00
TERM Equivalent of Total Annual Credits Remaining 36.00
TERM Equivalent of Total Credits Remaining 120.00

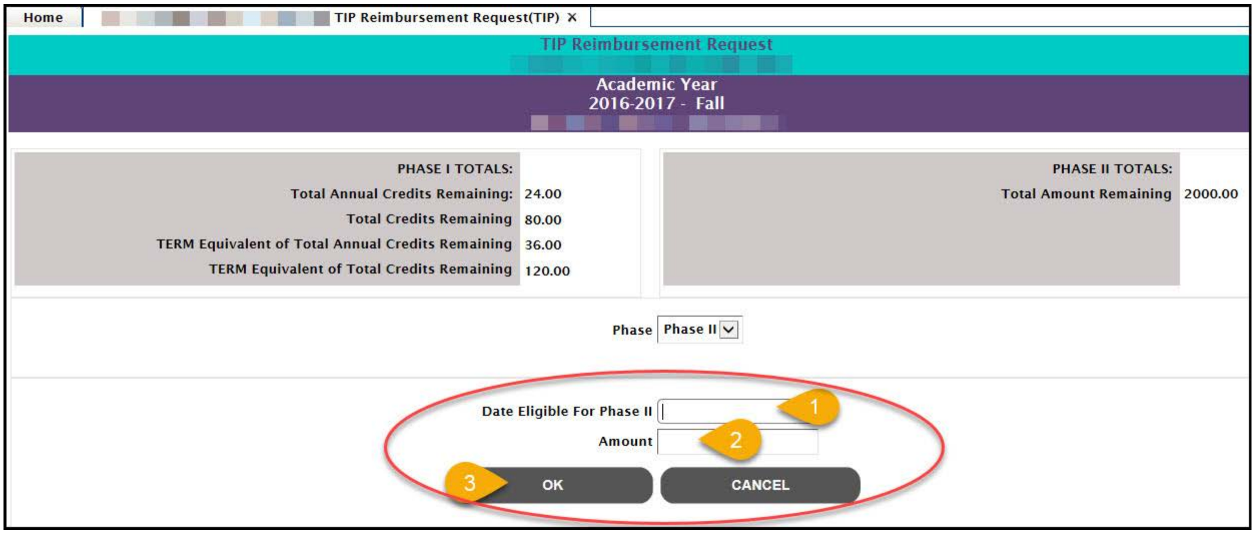
PHASE II TOTALS:
Total Amount Remaining 2000.00

Phase: Phase I

Status ● In-District ○ Out-of-District
Credit Hours 12
Total Tuition Charged to Tip 1140
Total Mandatory Fees 225
Total Amount 1365.00

For Phase II

1. It is necessary to provide the date a student became eligible for Phase II. This is the date of the student’s associate degree or the date that the student had a minimum of 56 transferable credits. The date will be entered only once.
2. Enter the tuition amount billed for Phase II. The maximum amount would be $500 for a semester institution or $400 for a term institution.
3. Click ‘OK’ to complete processing the student’s Phase II reimbursement.
   NOTE: The student’s name will NOT disappear from your roster after you request reimbursement.



TIP Reimbursement Request
[redacted]
Academic Year
2016-2017 - Fall
[redacted]

PHASE I TOTALS:
Total Annual Credits Remaining: 24.00
Total Credits Remaining 80.00
TERM Equivalent of Total Annual Credits Remaining 36.00
TERM Equivalent of Total Credits Remaining 120.00

PHASE II TOTALS:
Total Amount Remaining 2000.00

Phase: Phase II

Date Eligible For Phase II
Amount

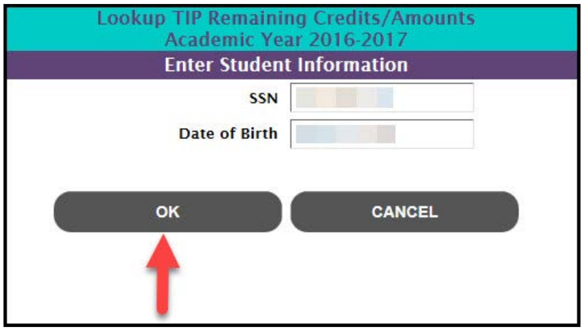
For each student who needs to have a reimbursement request created, click on their corresponding Request Reimbursement button and repeat steps 1 through 6 for Phase I or steps 1-3 for Phase II.

Lookup TIP Remaining Credits/Amounts

MiSSG provides authorized users the ability to verify how many Phase I credits or how much Phase II funding is available for eligible TIP students who have completed the TIP certification process.

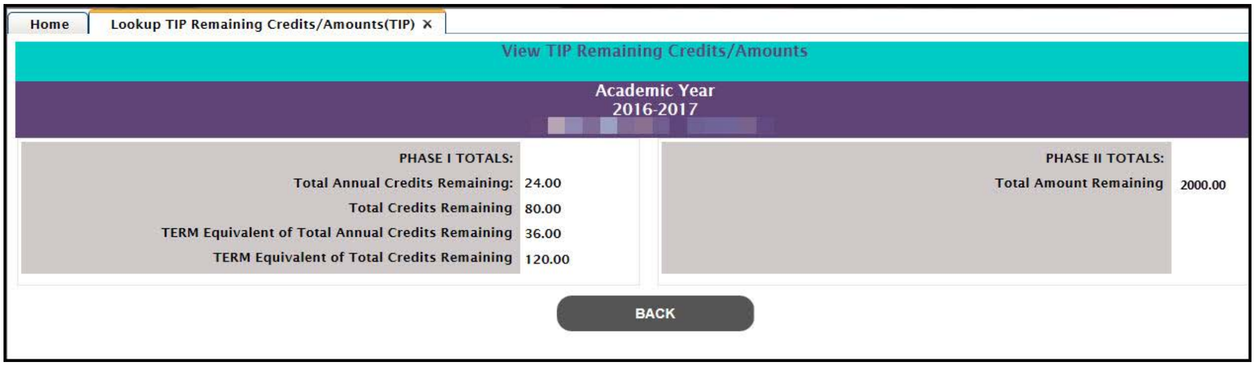
You will need the student's:
- Complete SSN
- Date of Birth

Click 'OK' to see student's TIP record.



Lookup TIP Remaining Credits/Amounts
Academic Year 2016-2017
Enter Student Information

SSN [redacted]
Date of Birth [redacted]



View TIP Remaining Credits/Amounts

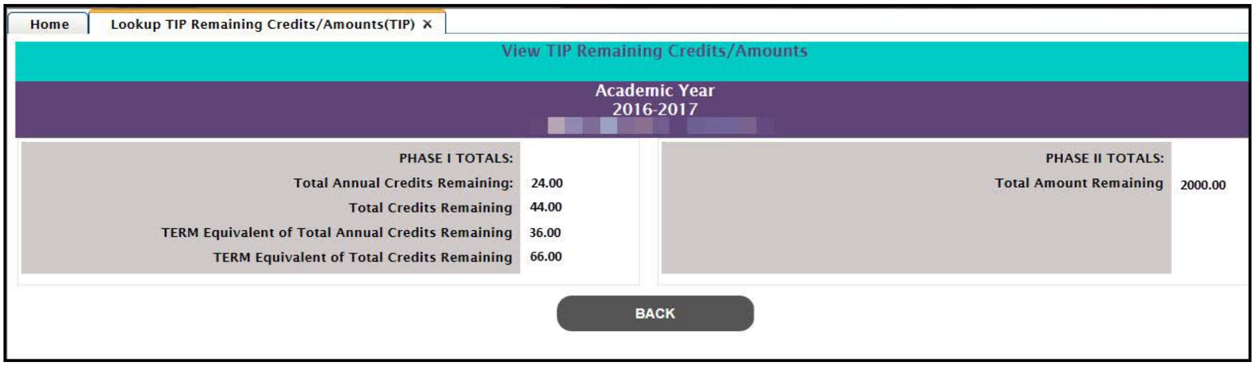
Academic Year
2016-2017
[redacted]

PHASE I TOTALS:	
Total Annual Credits Remaining:	24.00
Total Credits Remaining	80.00
TERM Equivalent of Total Annual Credits Remaining	36.00
TERM Equivalent of Total Credits Remaining	120.00

PHASE II TOTALS:	
Total Amount Remaining	2000.00

The example above shows:
- Student has 24 credits (or 36 term credits) available for the current academic year.
- Student has 80 credits (or 120 term credits) remaining in Phase I.
- Student has $2,000 available in Phase II.

Clicking the 'BACK' button will return you to the blank look-up screen.



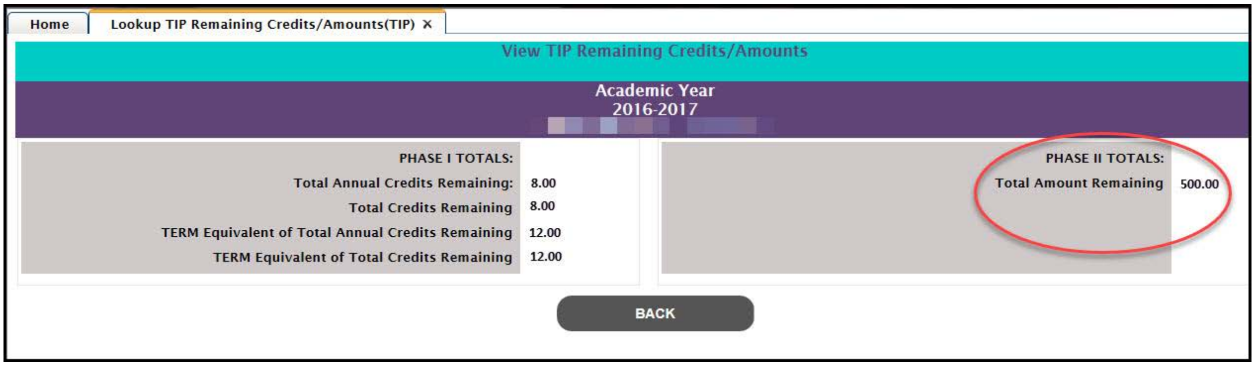
View TIP Remaining Credits/Amounts

Academic Year
2016-2017
[redacted]

PHASE I TOTALS:	
Total Annual Credits Remaining:	24.00
Total Credits Remaining	44.00
TERM Equivalent of Total Annual Credits Remaining	36.00
TERM Equivalent of Total Credits Remaining	66.00

PHASE II TOTALS:	
Total Amount Remaining	2000.00

The example above shows:
- The student has 24 semester credits (or 36 term credits) available in the current academic year.
- The student has 44 semester credits (or 66 term credits) remaining in Phase I.
- The student has $2,000 available in Phase II.



View TIP Remaining Credits/Amounts

Academic Year
2016-2017
[redacted]

PHASE I TOTALS:
Total Annual Credits Remaining: 8.00
Total Credits Remaining 8.00
TERM Equivalent of Total Annual Credits Remaining 12.00
TERM Equivalent of Total Credits Remaining 12.00

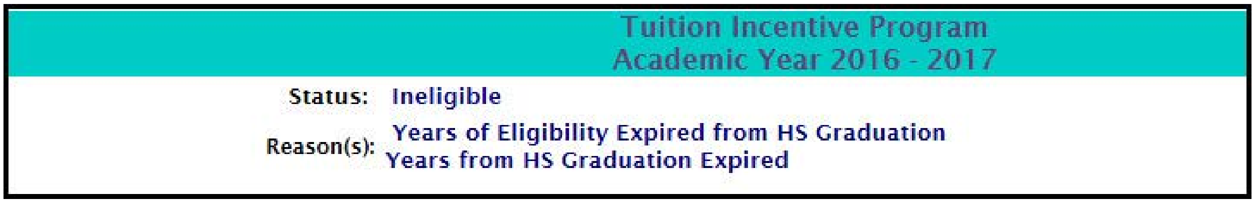
PHASE II TOTALS:
Total Amount Remaining 500.00

The example above shows:

- The student has previously used Phase II funds and is no longer eligible for Phase I benefits.
- The student has $500 remaining in Phase II. The student previously received $1,500.

TIP Application Status: Eligible and Ineligible Messages

Check the eligibility status of a TIP student. If status is Eligible, the student may receive TIP benefits. If status is ineligible, one or more of the following reasons will be listed:



Tuition Incentive Program
Academic Year 2016 - 2017

Status: Ineligible

Reason(s): Years of Eligibility Expired from HS Graduation
Years from HS Graduation Expired

Citizenship Status

Student must be a U.S. citizen, permanent resident, or approved refugee.

Ineligible Institution

Student must be attending an eligible institution for TIP.
Ineligible institution flag will appear if no institution is selected.

Default or Refund Owed on State Financial Aid

Student must not be in default on State aid.
Default or refund owed on Federal financial aid, student must not be in default on Federal aid.

Student did not Self-certify

Student must self-certify prior to August 31st of the year of high school graduation and before age 20.

Years of Eligibility Expired from HS Graduation

Student’s eligibility will expire six years from the date of high school graduation.

Years from HS Graduation Expired

Student must initiate TIP within four years from date of high school graduation.

Medicaid Eligibility History Not Met

Student did not meet the 24 months of qualifying Medicaid within a 36 consecutive month period prior to high school graduation.

No Funds Remaining

Student has no remaining Phase II funds.

HS Graduation Date Not on File

Student must have graduation date on file.

Did Not Self-certify in Time

Window of opportunity to self-certify has closed.

Student Turned 20 Years Old Prior to HS Graduation

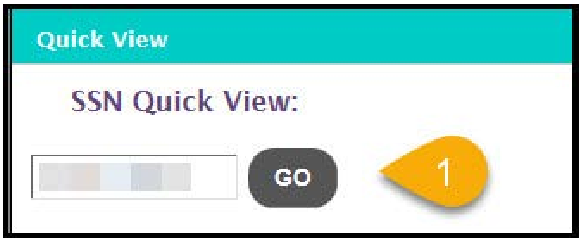
Student must graduate from high school or receive GED or certificate of completion prior to 20th birthday.

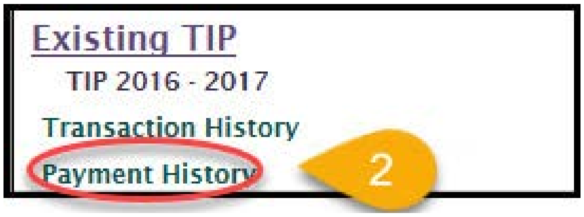
Adjustments for TIP Reimbursement

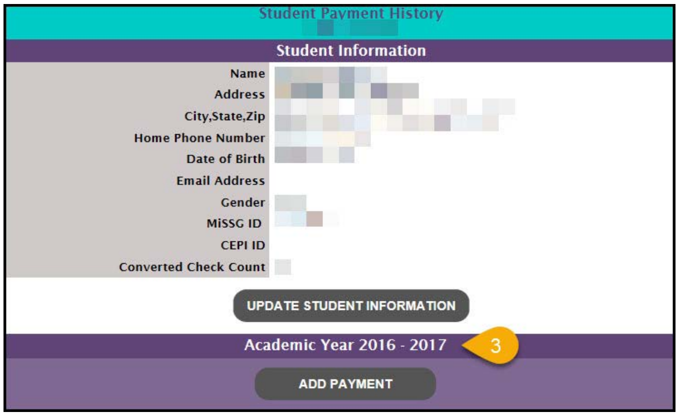
Refunds

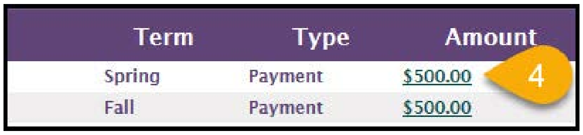
You no longer have to send a check to the State of Michigan to return funds for the Tuition Incentive Program because MiSSG will net out payments across quarters. The ONLY time you will send a refund check is after 4th quarter payments have been made and you have received specific communications from SSG.

To process a refund through MiSSG:
1. Enter the student's SSN in the SSN Quick View box.
2. Click on 'Payment History.'
3. In the shaded purple area, look for the current academic year for which you need to return funds.
4. Click on the payment amount you need to adjust. The amount will be a link to the refund screen.


Quick View
SSN Quick View:
GO
1


Existing TIP
TIP 2016 - 2017
Transaction History
Payment History
2


Student Payment History
Student Information
Name
Address
City,State,Zip
Home Phone Number
Date of Birth
Email Address
Gender
MiSSG ID
CEPI ID
Converted Check Count
UPDATE STUDENT INFORMATION
Academic Year 2016 - 2017
3
ADD PAYMENT

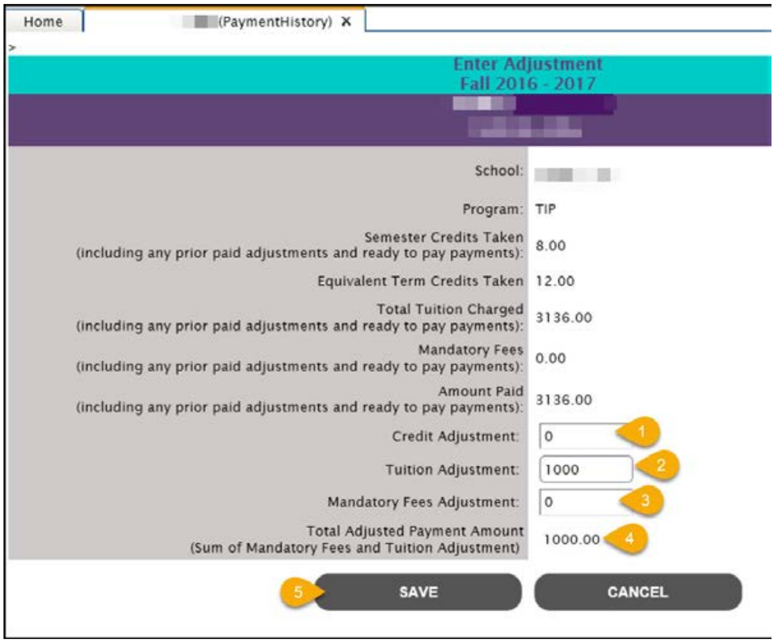


Term	Type	Amount
Spring	Payment	$500.00
Fall	Payment	$500.00

NOTE: You must have TIP Administrator 1 user rights to process TIP refunds.

NOTE: For each of the refund examples provided, follow steps 1 through 4 above, then select the example that best fits your refund situation.

Refund Example #1 – Refund due to other financial aid.



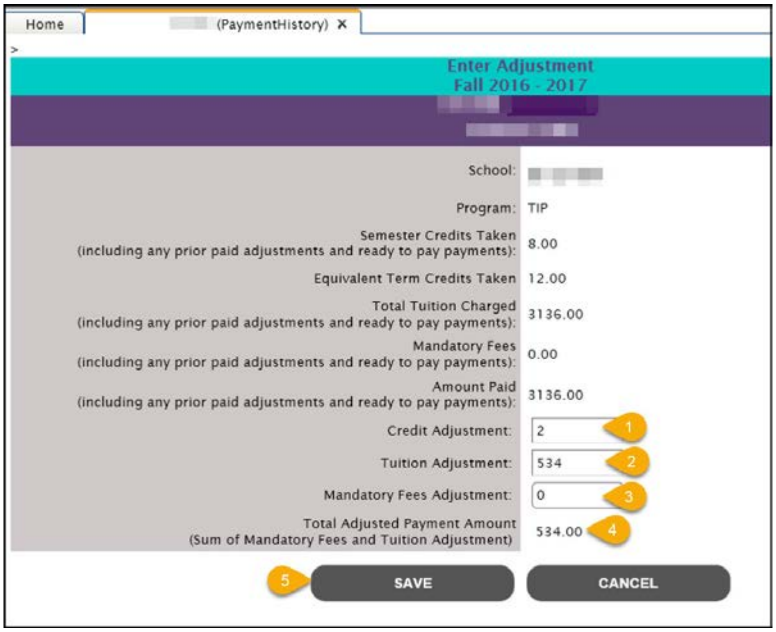
Enter Adjustment
Fall 2016 - 2017
[redacted]

School: [redacted]
Program: TIP
Semester Credits Taken (including any prior paid adjustments and ready to pay payments): 8.00
Equivalent Term Credits Taken 12.00
Total Tuition Charged (including any prior paid adjustments and ready to pay payments): 3136.00
Mandatory Fees (including any prior paid adjustments and ready to pay payments): 0.00
Amount Paid (including any prior paid adjustments and ready to pay payments): 3136.00
Credit Adjustment: 0
Tuition Adjustment: 1000
Mandatory Fees Adjustment: 0
Total Adjusted Payment Amount (Sum of Mandatory Fees and Tuition Adjustment) 1000.00

A student had an outside scholarship in the amount of $1,000.

1. Enter Credit Adjustment. (In this example, it is zero because you do not reduce credit hours when applying other aid.)
2. Enter Tuition Adjustment. (In this example, it is 1000 because that is the amount of the outside scholarship and the amount you want to reduce the reimbursement by.)
3. Enter Mandatory Fees Adjustment. (In this example, it is zero because you are not reducing mandatory fees.)
4. Verify sum of adjustment is correct.
5. Click the 'SAVE' button.

Refund Example #2 – Refund due to student dropped/withdrew from class(es).



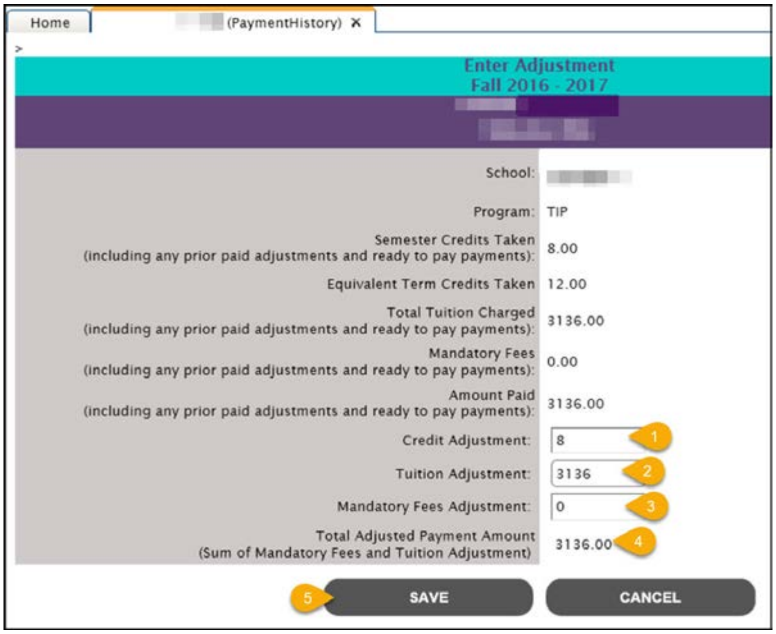
Enter Adjustment
Fall 2016 - 2017
[redacted]

School: [redacted]
Program: TIP
Semester Credits Taken (including any prior paid adjustments and ready to pay payments): 8.00
Equivalent Term Credits Taken 12.00
Total Tuition Charged (including any prior paid adjustments and ready to pay payments): 3136.00
Mandatory Fees (including any prior paid adjustments and ready to pay payments): 0.00
Amount Paid (including any prior paid adjustments and ready to pay payments): 3136.00
Credit Adjustment: 2
Tuition Adjustment: 534
Mandatory Fees Adjustment: 0
Total Adjusted Payment Amount (Sum of Mandatory Fees and Tuition Adjustment) 534.00

A student dropped two credits at 100% refund. Amount to reduce reimbursement by is $534.

1. Enter Credit Adjustment. (In this example, it is 2 because student dropped 2 credits.)
2. Enter Tuition Adjustment. (In this example, it is 534 because tuition reimbursement is reduced $534.)
3. Enter Mandatory Fees Adjustment. (In this example, it is zero since the fees did not change.)
4. Verify sum of adjustment is correct.
5. Click the 'SAVE' button.

Refund Example #3 – Refund dropped/withdrew from classes to less than half-time enrollment status.


Home
[redacted] (PaymentHistory) ×
>
Enter Adjustment
Fall 2016 - 2017
[redacted]
1
2
3
4
5
SAVE
CANCEL

School: [redacted]

Program: TIP

Semester Credits Taken (including any prior paid adjustments and ready to pay payments): 8.00

Equivalent Term Credits Taken: 12.00

Total Tuition Charged (including any prior paid adjustments and ready to pay payments): 3136.00

Mandatory Fees (including any prior paid adjustments and ready to pay payments): 0.00

Amount Paid (including any prior paid adjustments and ready to pay payments): 3136.00

Credit Adjustment: 8

Tuition Adjustment: 3136

Mandatory Fees Adjustment: 0

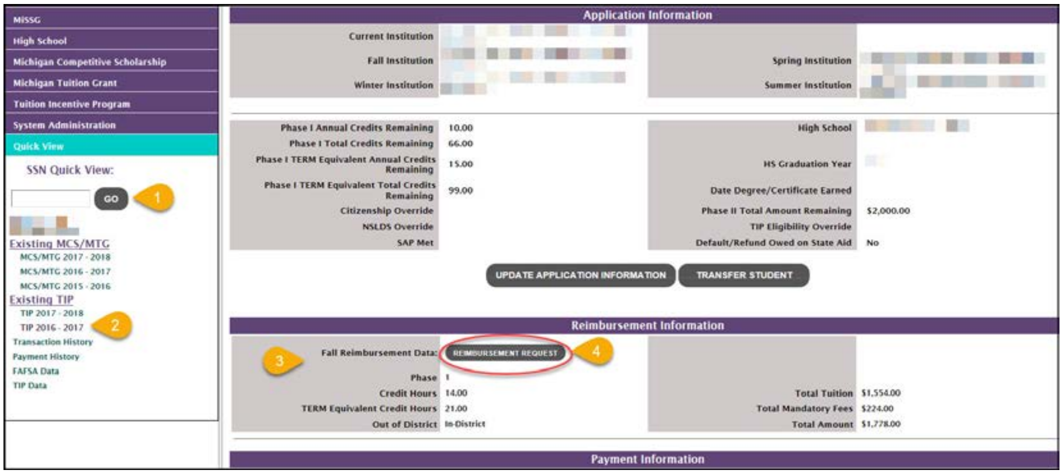
Total Adjusted Payment Amount (Sum of Mandatory Fees and Tuition Adjustment): 3136.00

A student enrolled in eight credits drops four of them. The remaining four credits is considered less than half-time enrollment which is insufficient enrollment to receive reimbursement. The amount to be refunded is the full $3,136 since all funds must be refunded as student must be enrolled at least half-time to use TIP.

1. Enter Credit Adjustment. (In this example, it is eight because all credits must be reduced since none can be reimbursed at less than half-time enrollment.)
2. Enter Tuition Adjustment. (In this example, it is 3136 because that is the full value and of all credits being refunded.)
3. Enter Mandatory Fees Adjustment. (In this example, it is zero because fees are not being reduced because no fees were originally included in the reimbursement.)
4. Verify sum of adjustment is correct.
5. Click the 'SAVE' button.

Requesting Additional Credits

To process an adjustment through MiSSG (bill for additional credits). Example: Student added three credit class. Now it is necessary to bill TIP for three additional credit hours.


MiSSG
High School
Michigan Competitive Scholarship
Michigan Tuition Grant
Tuition Incentive Program
System Administration
Quick View
SSN Quick View:
GO
1
[redacted]
Existing MCS/MTG
MCS/MTG 2017 - 2018
MCS/MTG 2016 - 2017
MCS/MTG 2015 - 2016
Existing TIP
TIP 2017 - 2018
TIP 2016 - 2017
2
Transaction History
Payment History
FAFSA Data
TIP Data
Application Information
UPDATE APPLICATION INFORMATION
TRANSFER STUDENT
Reimbursement Information
3
REIMBURSEMENT REQUEST
4
Payment Information

Current Institution [redacted]

Fall Institution [redacted]

Winter Institution [redacted]

Spring Institution [redacted]

Summer Institution [redacted]

Phase I Annual Credits Remaining 10.00

Phase I Total Credits Remaining 66.00

Phase I TERM Equivalent Annual Credits Remaining 15.00

Phase I TERM Equivalent Total Credits Remaining 99.00

Citizenship Override

NSLDS Override

SAP Met

High School [redacted]

HS Graduation Year [redacted]

Date Degree/Certificate Earned

Phase II Total Amount Remaining $2,000.00

TIP Eligibility Override

Default/Refund Owed on State Aid No

Fall Reimbursement Data:

Phase 1

Credit Hours 14.00

TERM Equivalent Credit Hours 21.00

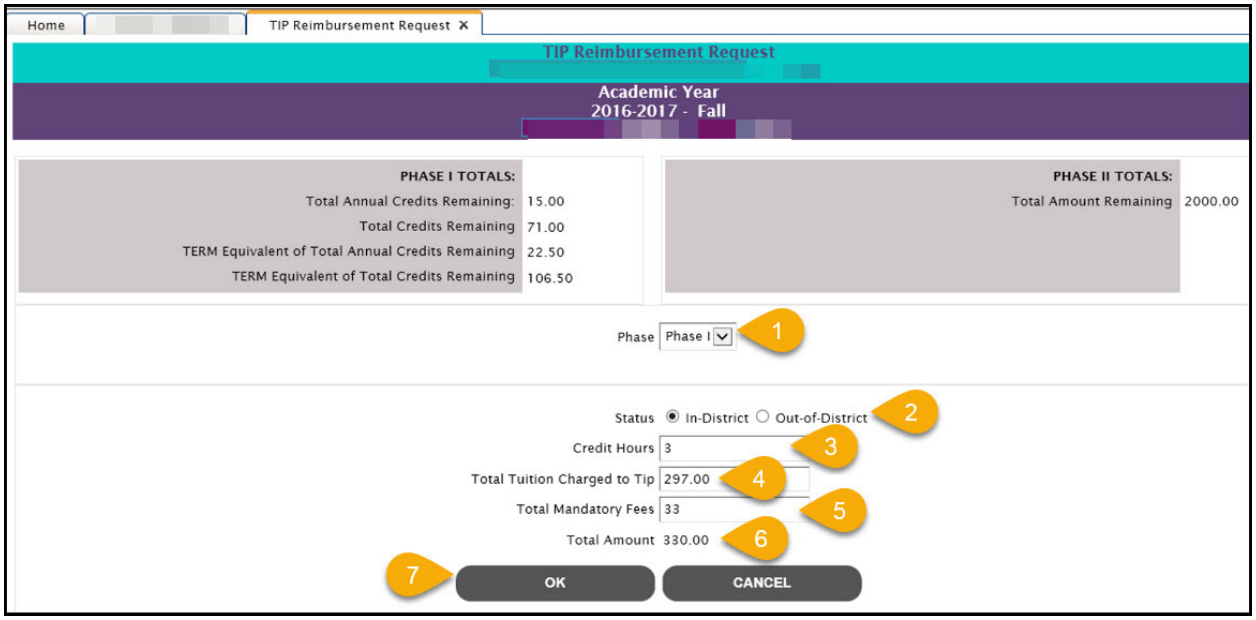
Out of District In-District

Total Tuition $1,554.00

Total Mandatory Fees $224.00

Total Amount $1,778.00

1. Enter the student's SSN in the SSN Quick View box.
2. Click on the current TIP year (example: TIP 2016-2017).
3. Scroll down the student's record until you see Reimbursement Request.
4. Click on the 'Reimbursement Request' button.



[redacted]

TIP Reimbursement Request

[redacted]

Academic Year
2016-2017 - Fall

[redacted]

PHASE I TOTALS:	
Total Annual Credits Remaining:	15.00
Total Credits Remaining	71.00
TERM Equivalent of Total Annual Credits Remaining	22.50
TERM Equivalent of Total Credits Remaining	106.50

PHASE II TOTALS:	
Total Amount Remaining	2000.00

Phase: Phase I

Status: ● In-District ○ Out-of-District

Credit Hours: 3

Total Tuition Charged to Tip: 297.00

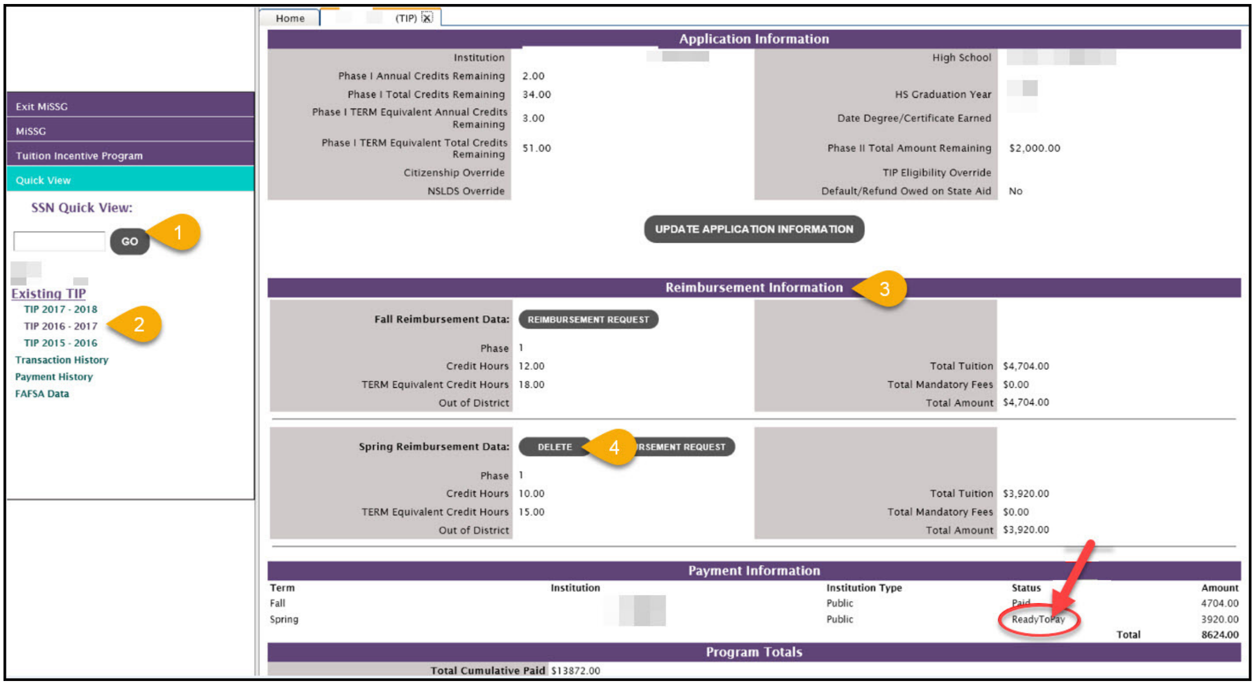
Total Mandatory Fees: 33

Total Amount: 330.00

1. Select Phase I or Phase II (as applicable).
2. Select In-District or Out-of-District (as applicable). Only community colleges see this.
3. Enter credit hours to be added.
4. Enter Total Tuition Charged to TIP.
5. Enter Total Mandatory Fees. (Fees from additional reimbursements are still restricted to term maximums.)
6. Verify Total Amount.
7. Click ‘OK.’

Reducing the Number of Credits – Before Payment

To process an adjustment to reduce the number of credits a student will be paid. Example: Student dropped a two credit class after reimbursement request was made in MiSSG. Payment is pending – Ready to Pay status.


Home
(TIP)
Exit MiSSG
MiSSG
Tuition Incentive Program
Quick View
SSN Quick View:
GO
1
Existing TIP
TIP 2017 - 2018
TIP 2016 - 2017
2
TIP 2015 - 2016
Transaction History
Payment History
FAFSA Data
UPDATE APPLICATION INFORMATION
3
REIMBURSEMENT REQUEST
DELETE
4
RSEMENT REQUEST

Application Information

Institution	[redacted]	High School	[redacted]
Phase I Annual Credits Remaining	2.00		
Phase I Total Credits Remaining	34.00	HS Graduation Year	[redacted]
Phase I TERM Equivalent Annual Credits Remaining	3.00	Date Degree/Certificate Earned	
Phase I TERM Equivalent Total Credits Remaining	51.00	Phase II Total Amount Remaining	$2,000.00
Citizenship Override		TIP Eligibility Override	
NSLDS Override		Default/Refund Owed on State Aid	No

Reimbursement Information

Fall Reimbursement Data:			
Phase	1		
Credit Hours	12.00	Total Tuition	$4,704.00
TERM Equivalent Credit Hours	18.00	Total Mandatory Fees	$0.00
Out of District		Total Amount	$4,704.00
Spring Reimbursement Data:			
Phase	1		
Credit Hours	10.00	Total Tuition	$3,920.00
TERM Equivalent Credit Hours	15.00	Total Mandatory Fees	$0.00
Out of District		Total Amount	$3,920.00

Payment Information

Term	Institution	Institution Type	Status		Amount
Fall	[redacted]	Public	Paid		4704.00
Spring		Public	ReadyToPay		3920.00
				Total	8624.00

Program Totals

Total Cumulative Paid	$13872.00

1. Enter the student's SSN in Quick View Box.
2. Click on the current TIP year (example: TIP 2016-2017).
3. Scroll down on the student's record until you see Reimbursement Request.
4. Click on 'Delete.'
5. Request reimbursement for the correct number of credits using TIP Request Reimbursement feature. (Instructions begin on page 19.)

MI Student Aid

www.michigan.gov/mistudentaid

Michigan Department of Treasury
Student Financial Services Bureau

1-888-447-2687
mistudentaid@michigan.gov
www.michigan.gov/mistudentaid

@mistudentaid

Michigan Department of
TREASURY

5563 (Rev. 10-17)